

CIMS

**Career Information Management
System**

Contents

Section 1 - Introduction

**Section 2 - CIMS User Roles, Privileges, and
Limitations**

Section 3 - CIMS Features

Section 4 - Accessing and Navigating CIMS

Section 5 - CIMS Career Information Pages

Section 6 - CIMS Inquire Pages

Section 7 - CIMS Calculator Pages

Section 8 - CIMS Verify Pages

Contents

Section 9 - CIMS Certificate Pages

Section 10 - CIMS Forms and Documents Pages

Section 11 - CIMS Report Pages

Section 12 - Electronic Service Record

NOTE: Screen shots included in this tutorial are taken from the development version of CIMS (current as of 12 October 2004). CIMS formats will be finalized after software testing and acceptance. Although development version CIMS Pages and Report formats may not appear identical to the final version, the understanding and use of the CIMS software taught in this tutorial are not affected.

Section 1 - Introduction

Introduction

This Tutorial was designed to Assist Career Information Management System (CIMS) users. Specifically, it was designed to provide Departmental and Divisional Career Counselors with a quick reference on how to navigate, use, save, send, and print the Sections of CIMS to which they have access.

CIMS combines the best features of CIPM99 and the functionality of the Navy Standard Integrated Personnel System (NSIPS) using PeopleSoft Commercial Off-the Shelf (COTS) human resources software.

Section 1 - Introduction

Introduction

CIMS automates Career Counselor office procedures and simplifies creation and maintenance of Career Information records both ashore and afloat.

CIMS serves as a reporting and monitoring tool for the Command Career Counselor (CCC) to track Career Development Board (CDB) and counseling requirements, activities by Departmental and Divisional Career Counselors, and member correspondence.

Introduction

CIMS also provides a monitoring tool for ISIC, Fleet, and Force Counselors to track Career Information activity down to the lowest echelon level.

This Online Tutorial will define user levels, access privileges, and responsibilities.

This Online Tutorial will describe the different functions of CIMS and individual pages in each.

Refer to the CIMS Web-based User Manual for more detailed information regarding how to use the many features of CIMS.

Section 2 - CIMS User Roles, Privileges, and Limitations

User Roles define the level of access to CIMS.

Each level of the Chain of Command has defined responsibilities and access to CIMS is determined by level of responsibility.

USER ROLES

CNO*, NPC**

- **Monitor and maintain a viable Navy Retention effort**
- **Access to CIMS Inquire and Report Functions for all Navy UICs**

Fleet and Force Counselors

- **Monitor and maintain a viable Fleet- or-Force- wide Retention effort**
- **Access to CIMS Inquire and Report functions for all subordinate UICs**

* Chief of Naval Operations

** Naval Personnel Command

Section 2 - CIMS User Roles, Privileges, and Limitations

CIMS provides ISIC, Force and Fleet, and Navy Retention Specialists with a number of the informational tools they need to develop programs and policies necessary to maintain a strong and viable Navy.

USER ROLES

ISIC* Counselors

- Monitor and maintain a viable ISIC level Retention effort**
- Access to CIMS Inquire and Report functions for all subordinate UICs**

* Immediate Superior in Command

Section 2 - CIMS User Roles, Privileges, and Limitations

The Command Retention Team is at the forefront of providing Sailors with information they need to build a successful career in the Navy.

The Command Career Counselor (CCC) serves as the Career Information Program Manager for the command.

USER ROLES

Command Career Counselors (CCCs)

- **Monitor and maintain a viable Command Retention effort**
- **Access to all functional areas of CIMS**
 - **Use**
 - **Inquire**
 - **Calculators**
 - **Verify**
 - **Certificates**
 - **Forms, Documents, and Worksheets***
 - **Reports**

* Not available in the current version of CIMS

Section 2 - CIMS User Roles, Privileges, and Limitations

Using the various CIMS tools at their disposal, the CCCs monitor, document, and report Career Information activities throughout the command.

USER ROLES

CCCs (cont'd)

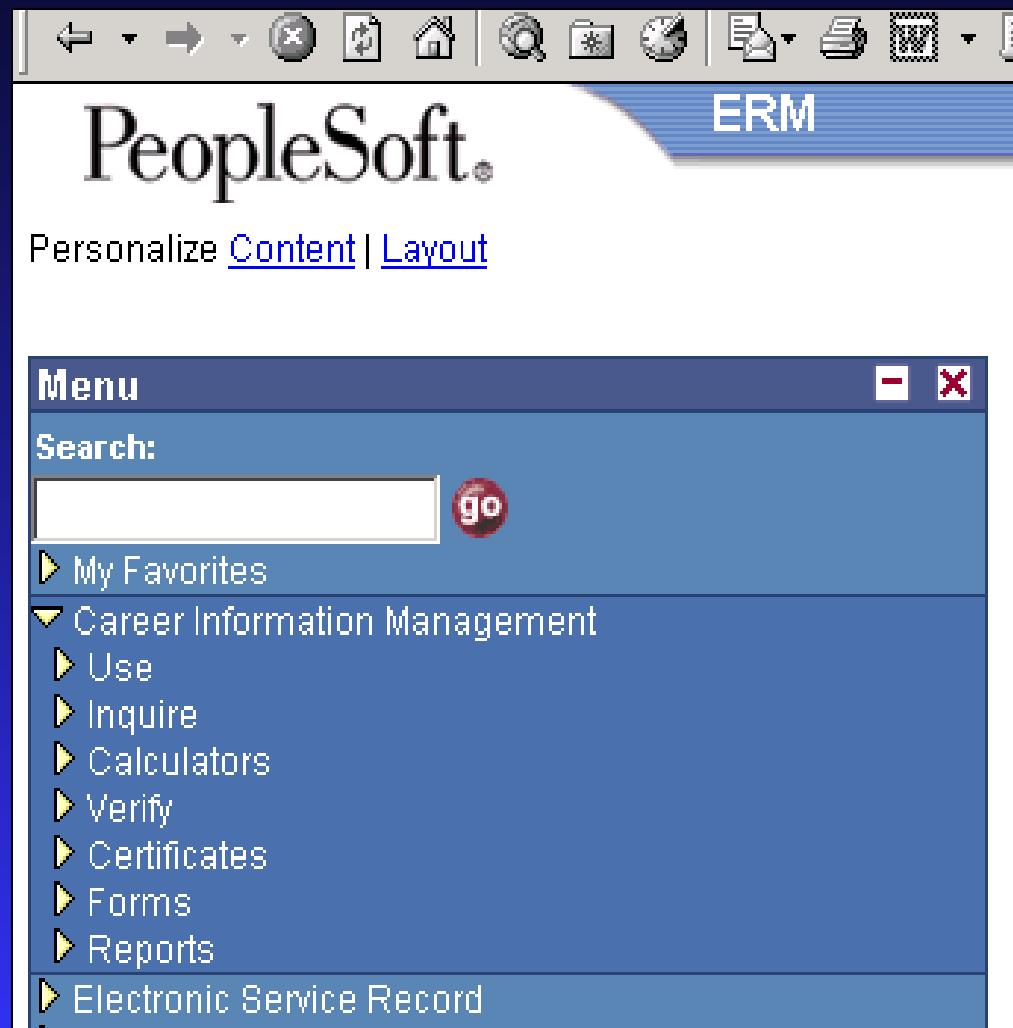
- Create Career Information Pages**
- Verify Career Information Pages**
- Assign gains to Dept. and Div. within CIMS and assign gains to Dept. and Div. Counselors**
- Generate, run, and print Certificates**
- Run pre-defined CIMS Reports**
 - **Reports limited to the immediate Command UIC (and any attached UICs)**
- Generate, run, and print Forms, Documents, and Worksheets***

* Not available in the current version of CIMS

CIMS was designed to assist the CCC, Dept. and Div. CCs, and the Retention

Team in developing, managing, and maintaining a strong and viable Command Retention Program.

PeopleSoft CIMS Menu



CIMS - Career Information Management System

Section 3 - CIMS Features

October
2004

CIMS assists Counselors in recording and tracking an individual Service Member's career milestones, CDB, package submission, and counseling record.

In Section 5 of this Tutorial, we will examine the use of each of the CIMS pages.

USE Pages



Section 3 - CIMS Features

CCCs, Dept. and Div. Counselors create, modify, and document Retention activity on a member using these pages.

CCCs have the additional responsibility of verifying information entered into CIMS Use pages.

Dept. and Div. Counselors have access only to certain Use pages.

USE Pages

Dept. and Div. Counselors have access to

- Career Development**
- Career Decisions**
- Correspondence**
- Career Sponsor Assign**
- Rating Conversion**
- USMAP* Information**

CCCs also have access to

- Career Counselor Manage Assign**
- Dept. and Div. Individual Assign**

* U.S. Military Apprenticeship Program

CIMS - Career Information Management System

Section 3 - CIMS Features

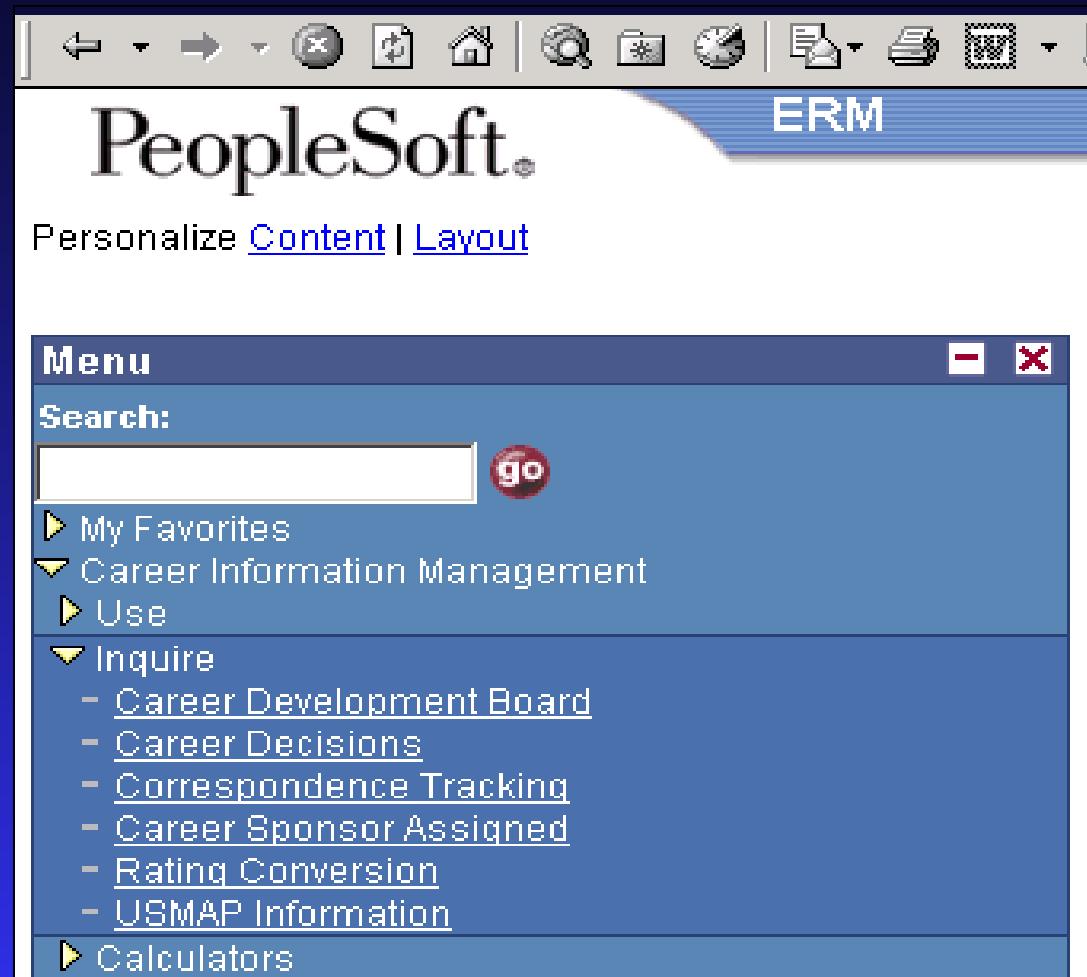
October
2004

The INQUIRE Section is a “Read Only” area of CIMS.

Retention Team Members may review Career Information documents created by Dept. and Div. Counselors and verified by the CCC.

Retention Team Members may also use the Rating Conversion and USMAP Information.

INQUIRE Pages



Section 3 - CIMS Features

Access to this area is granted to Retention Team members by the CCC through the CIMS Functional Area Manager (FAM).

INQUIRE Pages

The CCC and other Retention Team Members have access to

- Career Development**
- Career Decisions**
- Correspondence Tracking**
- Career Sponsor Assigned**
- Rating Conversion**
- USMAP Information**

ISIC, Force, and Fleet Counselors have access to INQUIRE for all subordinate UICs

CIMS - Career Information Management System

Section 3 - CIMS Features

October
2004

The CALCULATOR Section provides the Counselors with tools to help their Shipmates make informed decisions regarding their careers.

The Calculators results may be viewed or printed.

CALCULATORS



Section 3 - CIMS Features

All members of the Command Retention Team will, from time to time, talk with Sailors about their careers.

Therefore, all Retention Team members will have access to the CALCULATOR Section.

CALCULATORS

All members of the Retention Team have access to the

- Retirement Calculator**
 - **Final Pay**
 - **High-3 Pay**
 - **REDUX/High 3 Pay**
- SRB (Selective Reenlistment Bonus) Calculator**
- SBP (Survivor Benefit Plan) Calculator**
 - **Spouse Only**
 - **Child Only**
 - **Spouse and Child Only**

CIMS - Career Information Management System

Section 3 - CIMS Features

October
2004

Information entered into CIMS is stored in NSIPS*.

To ensure the accuracy of data, the CCC must verify all pages created or modified. This includes pages created by the CCC and Dept. and Div. Career Counselors.

* **Navy Standard Integrated Personnel System**



Section 3 - CIMS Features

Only CCCs or Career Counselors with CCC access may VERIFY CIMS Career Information Management pages.

VERIFY

Only the CCC or Counselors with CCC access will have access to

- Career Development**
- Career Decisions**
- Sponsor Assign**

CIMS - Career Information Management System

Section 3 - CIMS Features

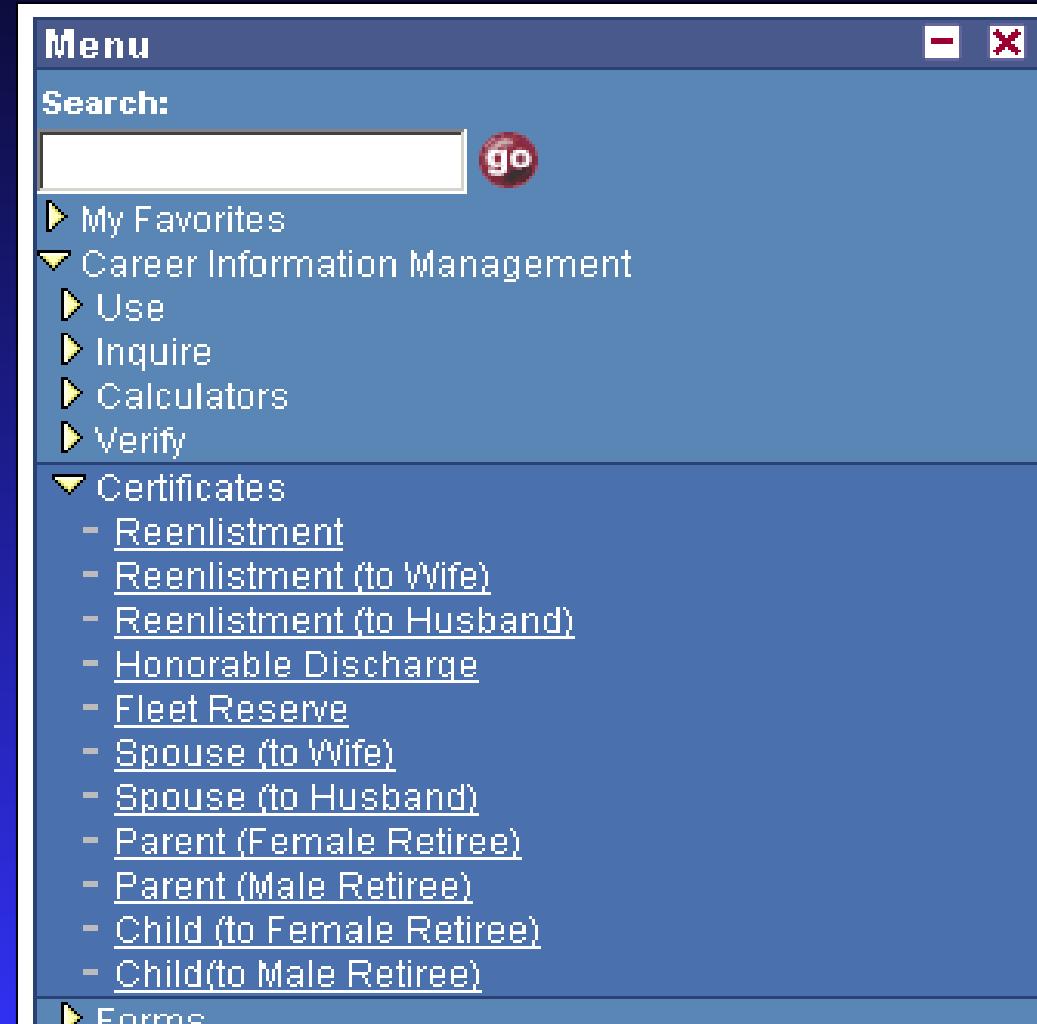
October
2004

Certificates are generated and printed by the CCC for Reenlistments, Retirements, and Discharges.

Certificates of Appreciation are available for the Service Member and members of their families.

When a Career Decision page is created, the CCC will print the appropriate certificate(s).

CERTIFICATES



Section 3 - CIMS Features

A large part of the CCC's time is spent completing Individual Career Development Plans, Forms, and Documents and helping the member complete Worksheets for Reenlistments and Retirements.

Future releases of CIMS will allow the CCC to complete pre-filled Forms, Documents, and Worksheets.

FORMS

The CCC will have access to the Forms, Documents, and Worksheets in CIMS

- **The number and type of documents that will be available in future releases of CIMS is yet to be determined.**

CIMS - Career Information Management System

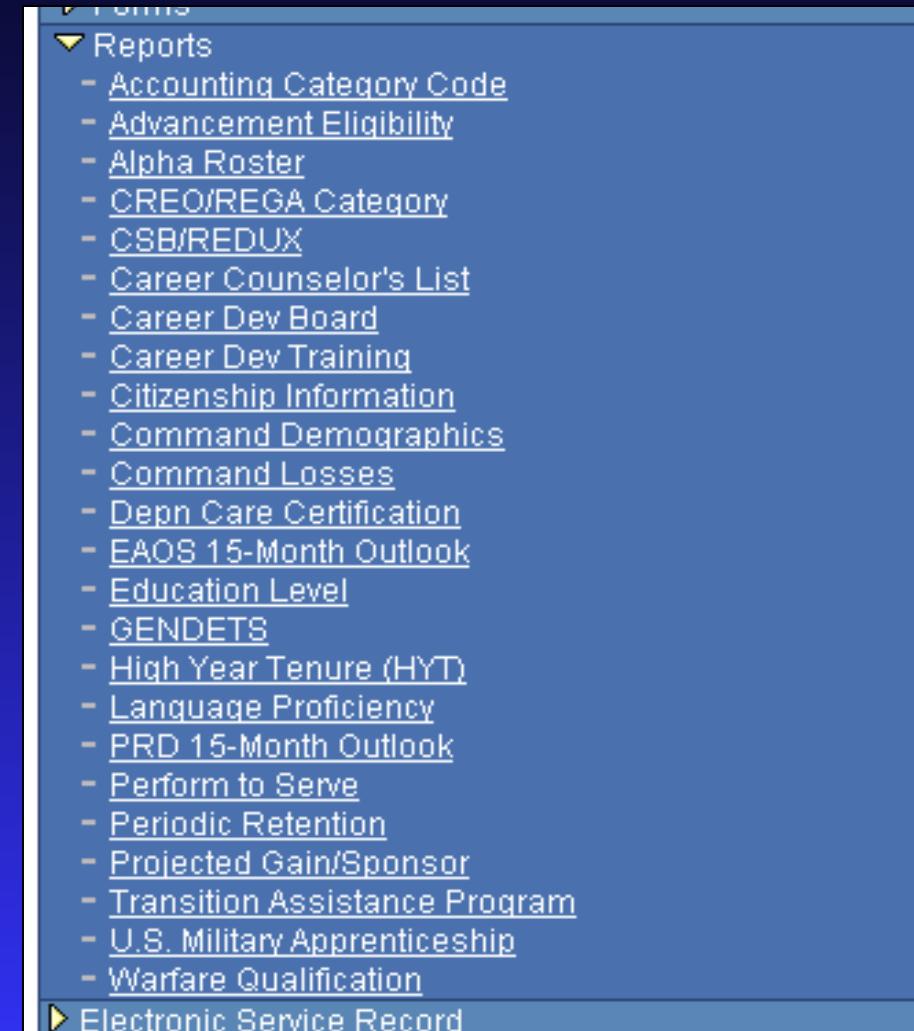
Section 3 - CIMS Features

October
2004

CIMS provides a number of reports that allow the CCC to monitor and report the status of the Command Retention Program.

ISIC, Fleet, and Force Counselors, and Navy Retention Specialists may also monitor a Command's Retention Program using CIMS Reports.

REPORTS



Section 3 - CIMS Features

The CCC must diligently and regularly run reports in order to effectively monitor and report the status of the Command Retention Program.

Reports are also used to maintain an accurate record of client Career Information needs.

REPORTS

At the Command level, only users with CCC access will be able to generate, save, send, and print reports.

- The CCC will have access to reports only for their specific UIC and any attached UICs.**
- ISIC, Force, and Fleet Counselors as well as Navy Retention Specialists will have access to reports for all UICs subordinate to or reporting to them.**

CIMS - Career Information Management System

Section 4 - Accessing and Navigating CIMS

October
2004

Counselors must complete the SAAR (System Access Authorization Request) Form found on the U.S. Navy Enterprise Records Management System Web site.

1. On the NMCI Homeport Web page, click the Navy Resource link.
2. Click the Personnel Forms & Records link.

Homeport

NMCI NAVY MARINE CORPS INTRANET

Home **NMCI User Services** **Navy Resources** **USMC Resources**

In Focus

2 September 2004 - NMCI helps users get started with User Orientation to Win Zip version 9.0. [Quick Reference Guide](#)

27 August 2004 - NMCI users. NMCI users are encouraged to review the [User Orientation to Win Zip version 9.0. Quick Reference Guide](#).

NMCI User Services

- System Status/ Alerts
- User Training/Resources
- Help Desk Information
- User Tools
- Deployables
- CTR Resources

Navy Resources

- This section provides links to Navy resources, including news, periodicals, organizational, career and policy information.
- Naval Network Warfare Command NMCI Information
- Advisories/Bulletins
- Combat Stress Information
- Navy Football-Military Appreciation Day

Marine Corps Resources

- This section provides links to Marine Corps resources, including news, periodicals, and organizational information.

Other Helpful Links

- Welcome to the New Homeport
- EDS NMCI Site
- NMCI RAS Patches
- Search Engines

INFOCON STATUS ALPHA

Homeland Security Level ELEVATED

[Web Hosting Requests](#) | [Homeport Modifications](#) | [Homeport Feedback](#)

My SeaBag

- DoD Civilian HR Homepage
- Personnel Forms & Records
- Money & Finance
- Base Guides
- Medical & Dental
- Family Matters
- BUFERS
- Liberty
- SECNAV Information Portal

News

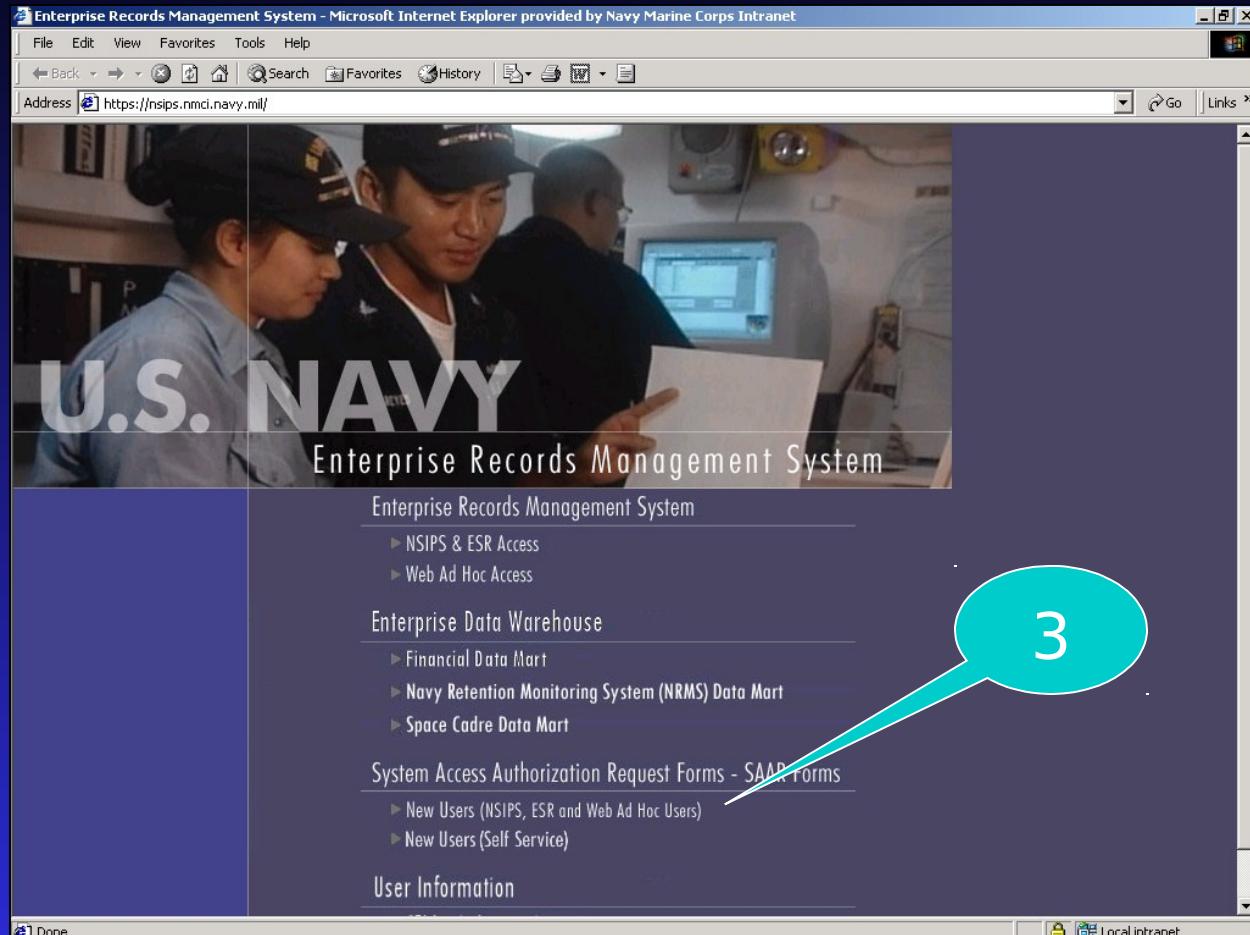
- Early Bird
- Navy/Marine Corps News
- Navy News Stand
- Navy News Service - archives
- Navy and Marine Corps Medical News
- Naval Meteorology and Oceanography

Organization

Policy/Guidance

Section 4 - Accessing and Navigating CIMS

This will take you to the U.S. Navy Enterprise Records Management Homepage.



3. On the U.S. Navy Enterprise Records Management System Homepage, click the New Users (NSIPS, ESR and

Section 4 - Accessing and Navigating CIMS

This will take you to the Non-ERM Users Only information page.

4. Enter your SSN in the EmplID field and press TAB on your keyboard. This will populate the remaining fields.

5. Click the SUBMIT button to start the SAAR Form process.

NON-ERM USERS ONLY

Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process.

Please fill the Required Fields

EmplID: *

Date of Birth: (MM/DD/YYYY)

Name: (Last,First Middle) *

Command UIC: (* Required)

S U B M I T **R E S E T**

[ERM Main](#)

CIMS - Career Information Management System

Section 4 - Accessing and Navigating CIMS

October
2004

The System
Access
Authorization
Request (SAAR)
Form will display.

1. Enter your e-mail address in the Email Address field.
2. Enter your commercial phone number in the Telephone field.
3. Check CIMS User?
4. Click the Operator

System Access Authorization Request - (SAAR)

[PRIVACY STATEMENT](#)

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be made publicly disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of this form. The DoD Directive 5200.24, published annually in the Federal Register, and the disclosures generally permitted under U.S.C. 552a.

User Profile

Operator Details

Operator ID:

General Attributes

EmplID: 123456789 Name: REED,WALTER E.

Department: 0172A COMDESRON 1

Rank/Rate: N/A

Account Type: Civilian

JUSTIFICATION

Email Address: (reed.waltere@navy.mil)

Telephone: 222-222-2222

Security Type & User Roles

Corporate User

Corporate User? This type of Account has to be Approved By the Functional Area Manager Responsible for ManPower & Personnel

ANO User? Acceptance and Oath of Office

CIMS User? Career Information Management System

ePerformance Details

Click to Request Access to ePerformance: ePerformance is a Sub-System in the Enterprise Database. ePerformance is both a counseling and performance tool used to measure effective performance of organizational behaviors.

Security Type

CIMS - Career Information Management System

Section 4 - Accessing and Navigating CIMS

October
2004

The Operator Id and Password page displays.

5. Enter your Operator ID in the Operator ID field (See Operation Id and Password Restrictions).

6. Enter your Password in the Password field and reenter it in the Confirm Password field. (NOTE: Remember your Operator ID and Password. You will need them to Sign In to CIMS).

Address: http://devuxweb01.nsipst.navy.mil:7010/psc/UT1H/EMPLOYEE/HRMS/c/N_ERM_SAAR/ERM_SAAR_ADD_WF.GBL

Operator Id & Password

Password Details

Operator ID: 

Password:

Confirm Password:

NOTE: Please remember the Operator Id & Password that you entered. You will require this information to login to the system, once your request has been Approved.

Operator Id and Password Restrictions

- Operator Id is case sensitive and must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Id can contain either Alpha-Numeric Character or Special Characters.
- Operator Id can be Generated Automatically by Clicking on the Lightning Bolt Icon next to the Operator Id Field.
- Operator Password must contain Alpha-Numeric Characters.
- Operator Password must be a minimum of 8 Characters Long not exceeding 25 characters.
- Operator Password must contain at least 2 digits.
- Operator Password must contain a mix of alpha characters and numbers. One Upper-case alpha and at least one lower case alpha.

OK Cancel

Section 4 - Accessing and Navigating CIMS

The SAAR Form displays. Scroll down to General Attributes.

8. Click the JUSTIFICATION button to take you to the Comments Page.
9. Enter your justification for obtaining access to CIMS (examples are provided).
10. Click the OK button to return

User Profile

Operator Details

Operator ID: 8

General Attributes

| | | | |
|--------------------------------------|-----------|-------------------------|----------------|
| EmplID: | 123456789 | Name: | REED,WALTER E. |
| Department: | 0172A | COMDESRON 1 | |
| Rank/Rate: | N/A | Account Type: Civilian | |
| Email Address: reed.waltere@navy.mil | | Telephone: 222-222-2222 | |

Comments

(For requesting Echelon Access-Your command and subordinate commands.)
Command Career Counselor, Commander, Destroyer Squadron ONE, UIC 0172A

(For requesting Activity Access-Your command only.)
Command Career Counselor, USS GEORGE PHILIP, UIC 20965
COXOICMC, USS GEORGE PHILIP, UIC 20965
or
Departmental Career Counselor (Engineering), USS GEORGE PHILIP, UIC 20965
or
Division Career Counselor (Engineering Dept./Repair R-4), USS GEORGE PHILIP, UIC 20965

10

CIMS - Career Information Management System

Section 4 - Accessing and Navigating CIMS

October
2004

The SAAR Form displays. Locate the Admin Level Roles section.

11. Depending on the access level you are requesting, select either the Command Career Counselor or Dept/Div Career Counselor option.

12. Scroll down the page and find the UIC Access Setup section.

13. Click the CIMS UIC Access link

Click to Request Access to ePerformance:

ePerformance is a Sub-System in the Enterprise Database. ePerformance is both a counseling and performance tool used to measure effective performance of organizational behaviors.

Security Type

Pay & Personnel Offices Command/Fleet Users

Admin Level Roles

Admin Level - Create Admin Level - Approve Admin Level - Inquiry
 ANO - Create ANO - Approve
 Command Career Counselor Dept/Div Career Counselor

Special Categories

NAMISSO/FAM Reports Administrator?
 Authorized to Release Personal Information Access to PRA Sensitive Records?

ERM Application(s) Access List

11

Select All De-Select All

Customize | Find | View All | First 1 of 1 Last

Select ERM Application

Web AdHoc Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

CIMS UIC Access

12

13

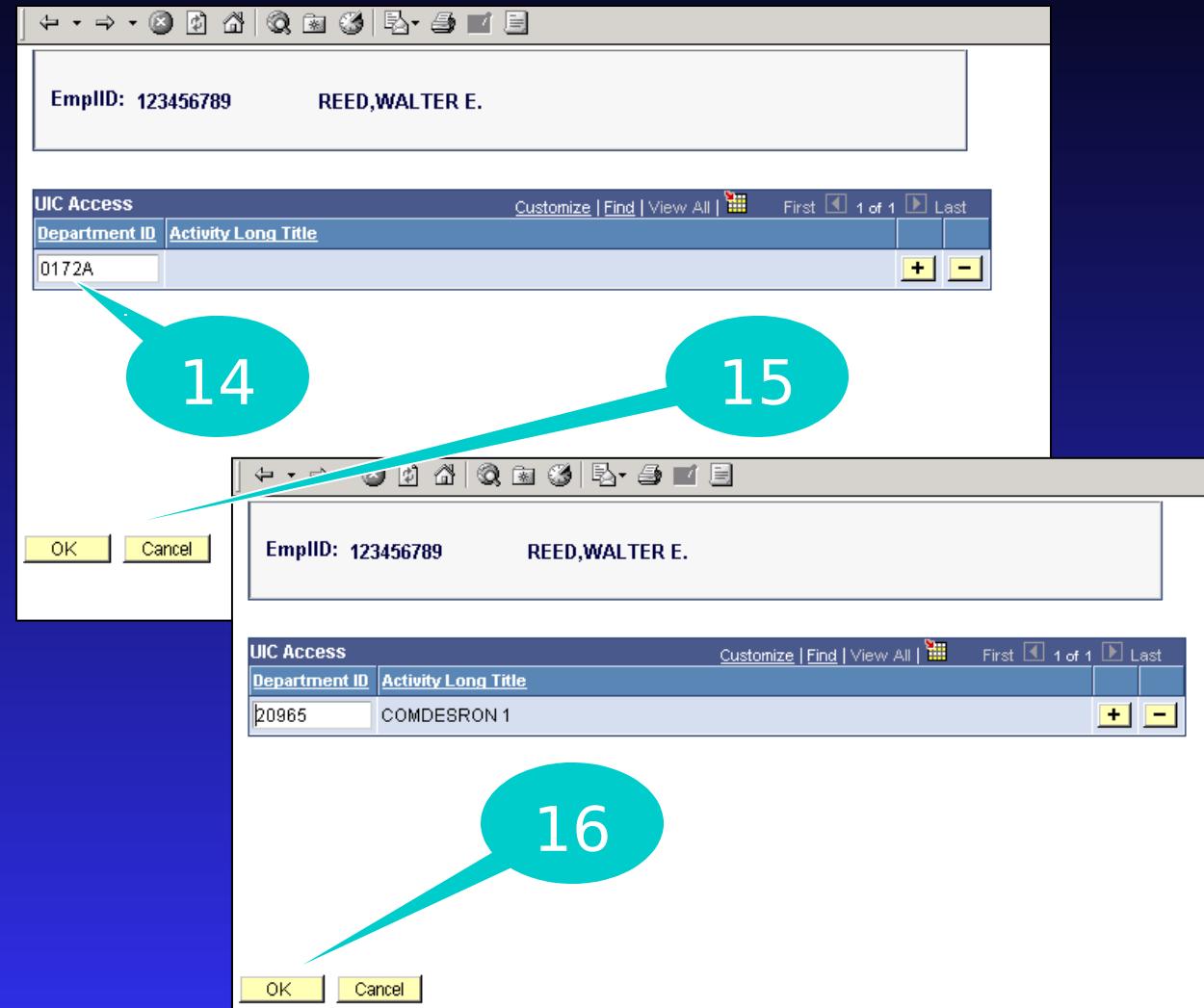
Workflow Setup

The UIC Access screen allows you to select and identify your Command UIC.

14. Enter your Command UIC in the Department ID field.

15. Click the OK button to display the Command Name beside the Command UIC.

16. Click the OK button to return to the SAAR



Section 4 - Accessing and Navigating CIMS

Complete and submit the SAAR Form.

17. Enter Supervisor's name in the Name field of the Supervisor Details - SAAR Form section.

18. Enter Supervisor's e-mail address in the Email ID field

19. Enter Supervisor's commercial telephone number in the Contact Phone field.

CIMS Site Access

Workflow Setup

[Click here to Set-Up Next Roleusers in Route](#)

Supervisor Details - SAAR Form

Name: *
(Last,First Middle)

Email Id: *
(joe.smith@cnrf.navy.nola.mil)

Contact Phone:

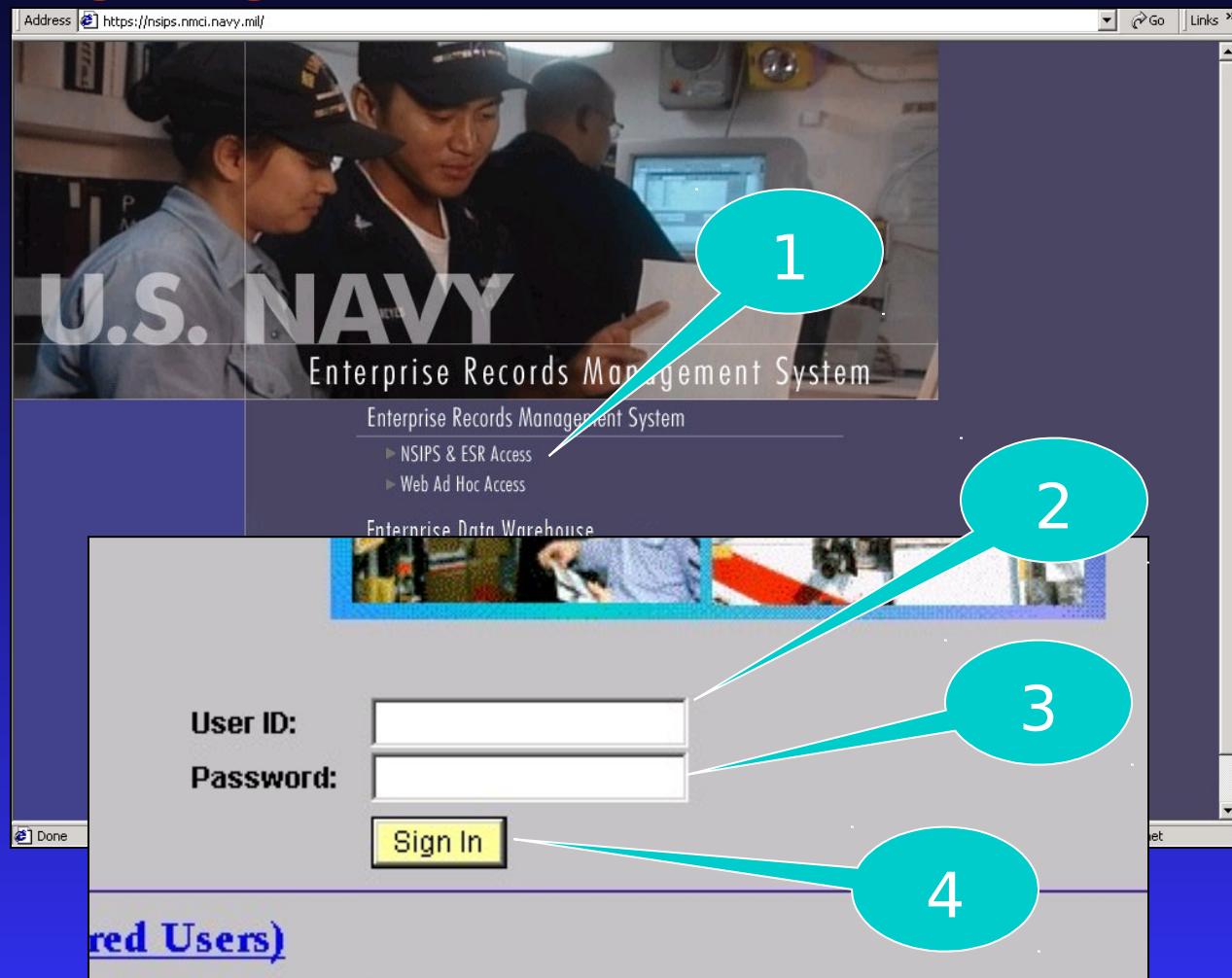
SUBMIT

Section 4 - Accessing and Navigating CIMS

When you Sign In to CIMS, use the Operator ID and password you selected on your SAAR Form.

1. **On the NSIPS Homepage, select NSIPS & ESR Access.**
2. **On the Enterprise Records Management Sign In page, enter your Operator ID in the User ID field.**
3. **Enter your Password in the Password field.**
4. **Click the Sign In button.**

Signing In

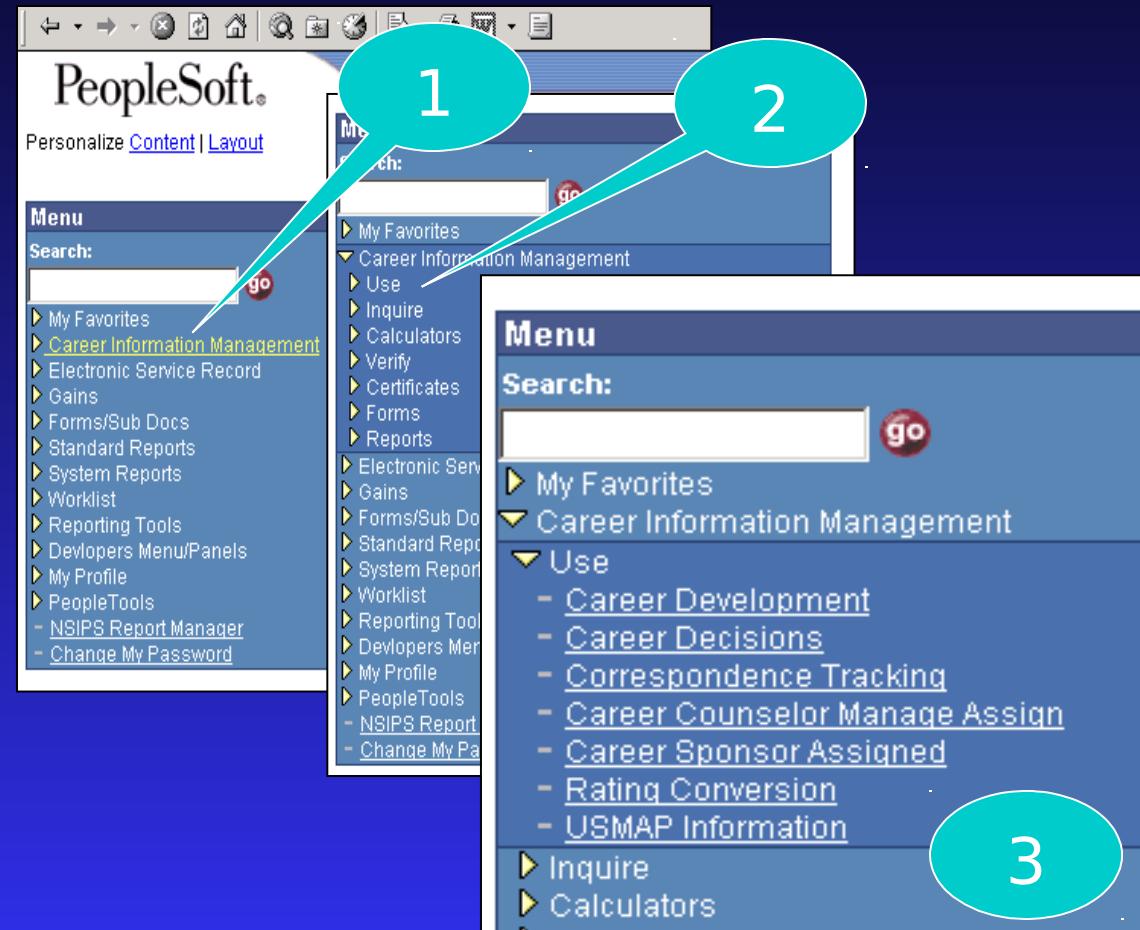


Section 4 - Accessing and Navigating CIMS

Navigation is the same for each section of CIMS. Individual pages of each Section and user access to those pages are discussed in Section 2 of this tutorial.

- 1. From the PeopleSoft Menu, select Career Information Management.**
- 2. From the expanded Career Information Menu, select Use.**
- 3. From the expanded Use Menu, select the**

Navigating to CIMS Personal Information Pages

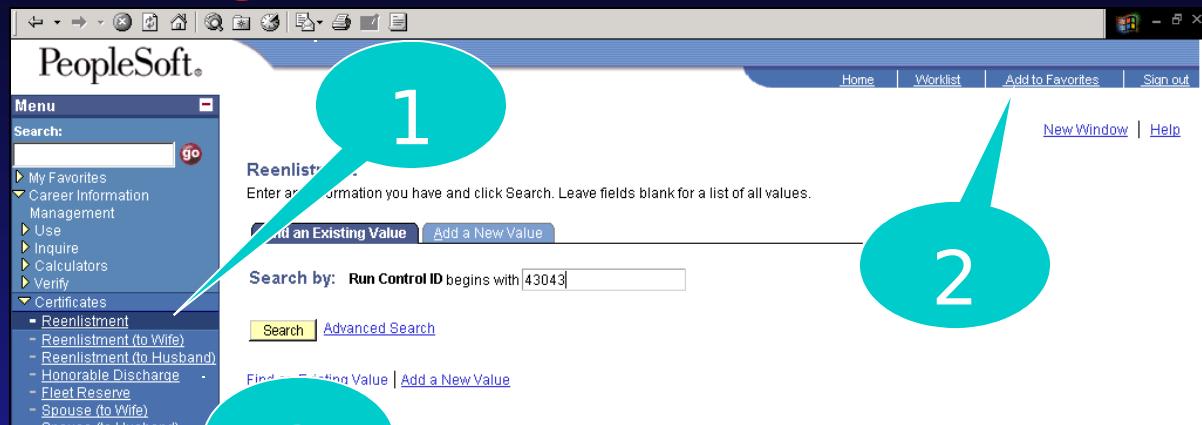


Section 4 - Accessing and Navigating CIMS

You can add often used pages to your My Favorites list.

1. **Navigate to the page you wish to make a Favorite (in this case, the Reenlistment Certificate).**
2. **Click the Add to Favorites link at the top of the page.**
3. **The screen refreshes. Click the Add to Favorites button.**
4. **Reenlistment has been added to your My Favorites list.**

Adding to the Favorites List

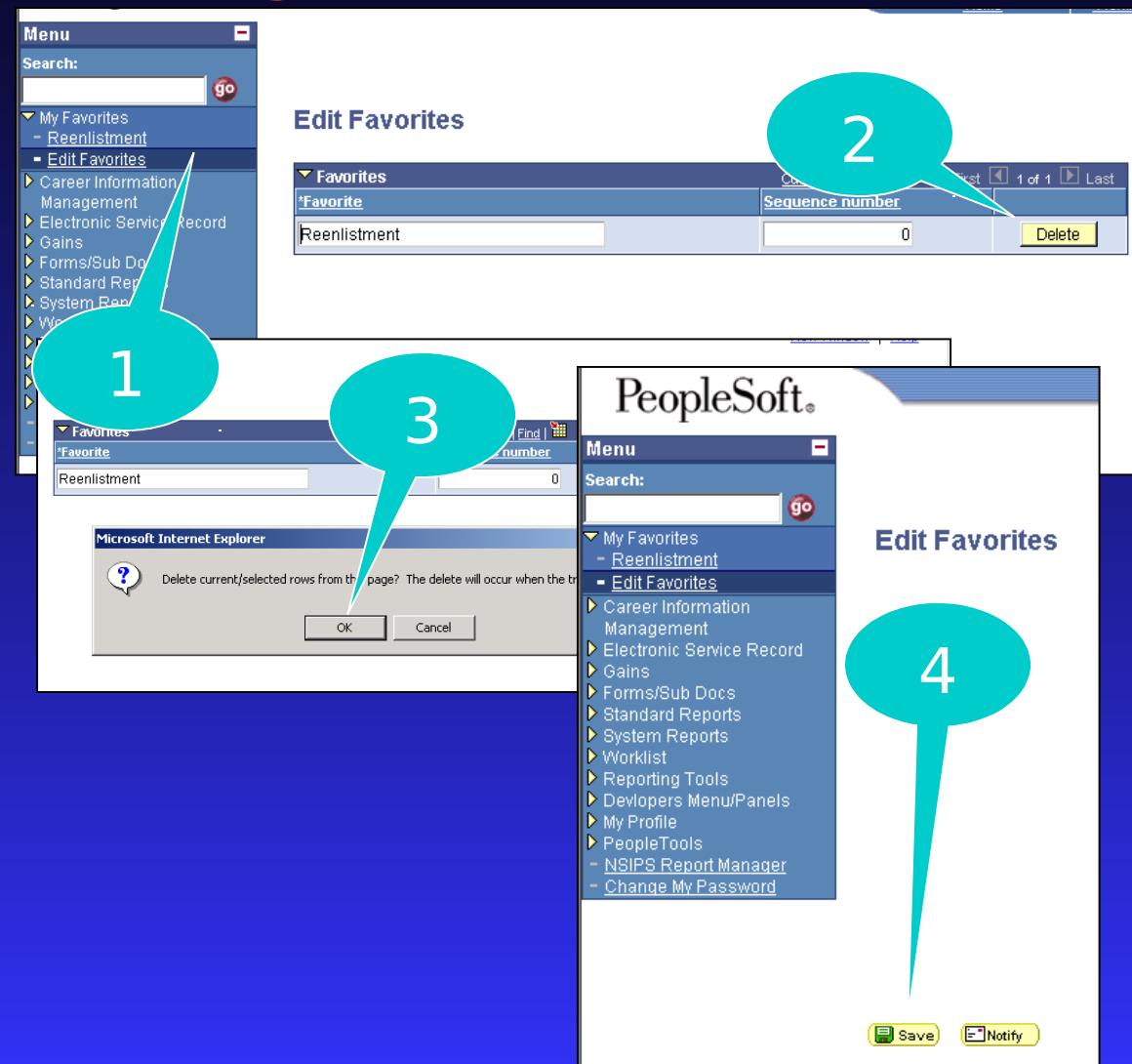


Section 4 - Accessing and Navigating CIMS

PeopleSoft allows you to remove items from your My Favorites list.

1. Click the Edit Favorites link. The screen will refresh.
2. Click the Delete button on the Edit Favorites page.
3. Click the OK button in the pop-up box. The screen will refresh.
4. Click the Save button at the bottom of the page. The link will be removed from your My Favorites list.

Deleting a Favorite



Section 4 - Accessing and Navigating CIMS

Data within CIMS are stored in rows within PeopleSoft tables. Rows of data can be added from data entry pages. In the upper-right corner of the section that allows for adding or deleting rows, the Add a Row icon will appear. To add a row of data, click the Add a Row icon.

Data Entry Page Features

The screenshot shows a PeopleSoft data entry page for 'Career Decisions'. At the top, there is a toolbar with various icons. Below the toolbar, the 'PeopleSoft' logo is displayed. The main content area has a title bar 'Career Decisions'. Underneath, there is a row of input fields: 'SSN: [redacted]', 'Name: SORRENTINO,DOMENICK RICHARD', 'Rank/Rate: AA', and 'Current DSC: 100'. Below these are four date fields: 'ADSD: 01/16/2003', 'PRD: 08/01/2004', 'EAOS: 01/15/2007', and 'Soft EAOS: 01/15/2007'. A section titled 'Separation/Reenlistment/Fleet Reserve Retirement/Extensions' follows, with a 'Find' button and a '1 of 1' indicator. A large teal box with the text 'Add a Row' and a '+' icon is overlaid on the page. To the right of this box, the text 'Icon' is displayed. At the bottom of the page, there are links to 'Selective Reenlistment Bonus Calculator', 'Retirement Calculators', and 'Survivor Benefit Plan Calculator'. At the very bottom, there are 'Save' and 'Return to Search' buttons.

Section 4 - Accessing and Navigating CIMS

Check boxes are used to select certain conditions. More than one check box can be selected.

Check Boxes

The screenshot shows a user interface for 'BOARD TRACKING' and 'PROGRAM APPLIED FOR'.

BOARD TRACKING section:

- Completion Date: A dropdown menu with three options: 31, 30, and 28.
- Check Box: A button labeled 'Check Box' with a cyan background and white text.

PROGRAM APPLIED FOR section:

- "A" School/Striker Designation
- Special Program
- Commissioning Programs
- Advancement
- Other

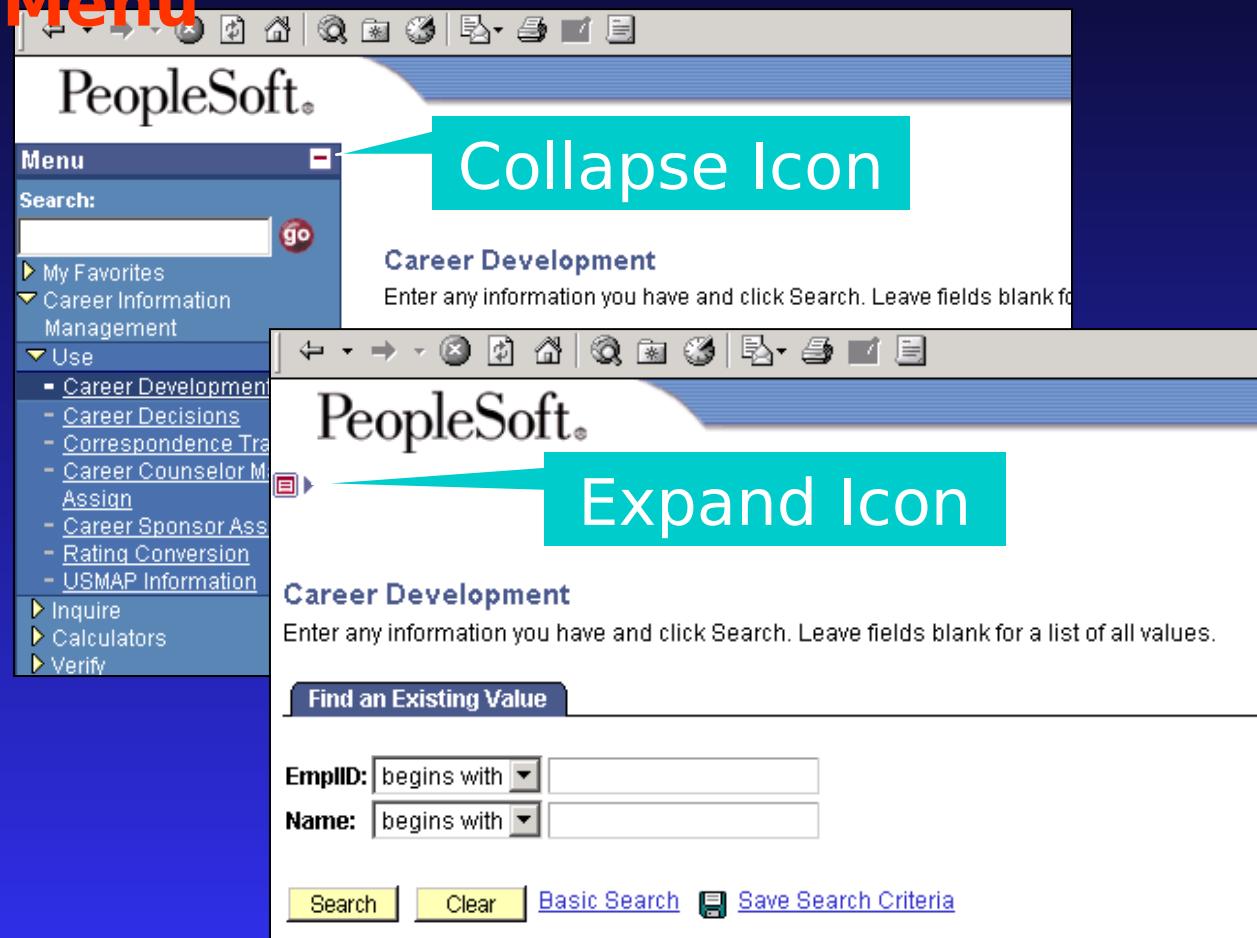
At the bottom right of the application window, there is a dark blue bar with the text 'GED'.

Section 4 - Accessing and Navigating CIMS

Use the collapse (-) icon at the top of the Home Menu to minimize the Menu on the screen.

To expand the Menu, click the expand icon.

Collapse and Expand the Menu



You will enter appropriate data into page fields. These are built-in safeguards or edits to ensure the data values are valid. The edits are based on requirements and business rules programmed into CIMS.

Data Entry

Calculator

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: BEAL Member's DOB: 06/13/1964

SBP Base Amount: \$2414.00 Spouse DOB: 10/20/1967

Projected Retirement Date: 10/31/2004 Youngest Child DOB: 07/22/1996

Supplement SBP

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

Microsoft Internet Explorer

When "Child Only" is selected Spouse Date of Birth must be left blank. (29100,79)

OK

House and Child Only

Amount: 06/13/1964

Projected Retirement Date: 10/20/1967 DOB: 07/22/1996

Youngest Child DOB: Entered Service Prior 1990

Supplement SBP Yes No

Do Estimate Clear

Section 4 - Accessing and Navigating CIMS

Date fields have a Choose a Date Look up button that accesses a calendar for date selection.

The Choose a Date Look up button displays a calendar where you can select a date. You can also enter the date in the field in MM/DD/YYYY format.

The calendar will populate the date field in MM/DD/YYYY

Date Fields

Separation/Reenlistment/Fleet Reserve Retirement/Extensions

Find | View All First 1 of 1

Plan

Type:

Planned

Date:

Comments:

Selective Reenlistment Bo

October 2004

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Current Date

Plan

Type:

Planned

Date:

Survivor Benefit Pla

Choose a Date
Look up Button

Choose a
Date
Calendar

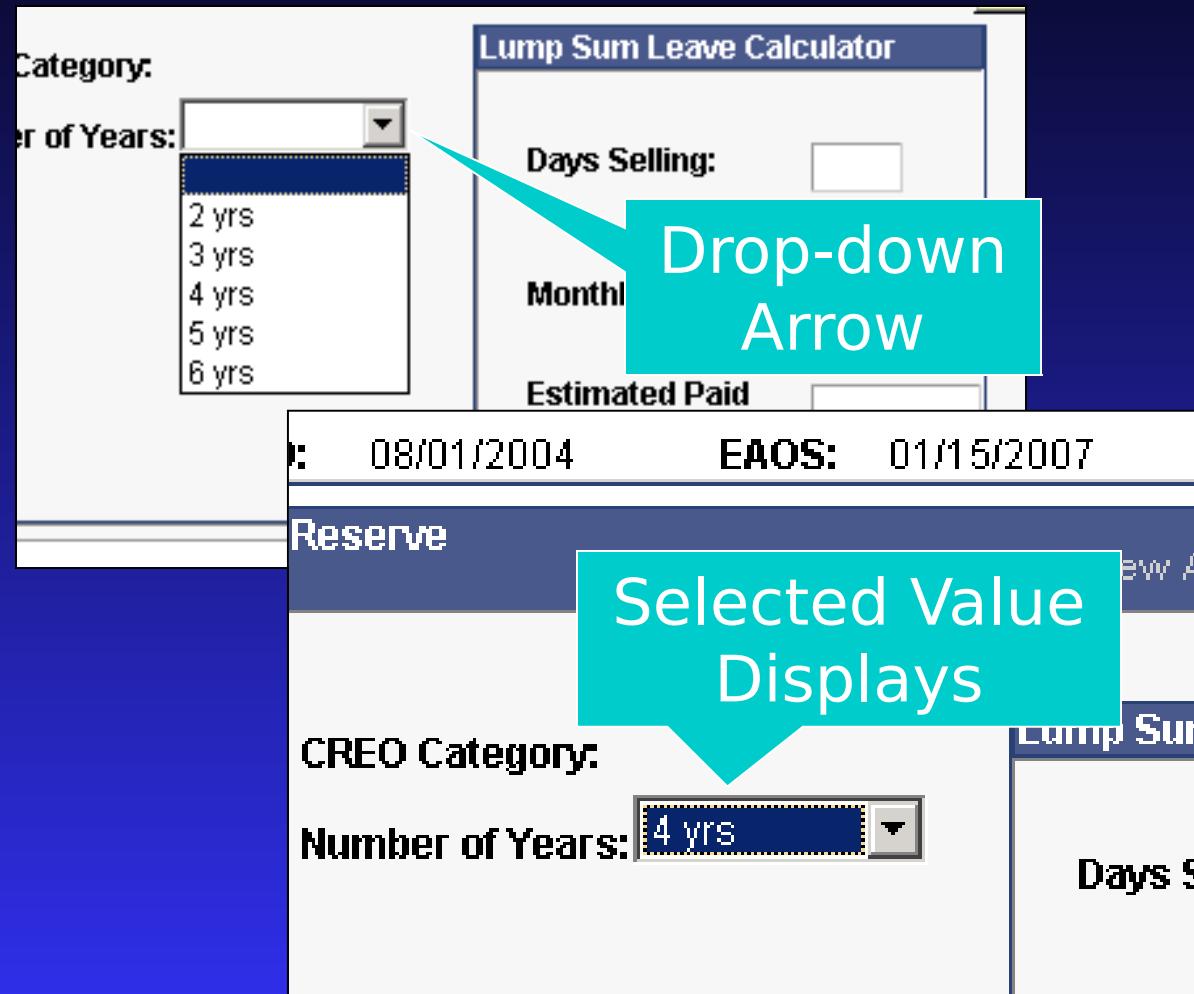
Populated
Date Field

Section 4 - Accessing and Navigating CIMS

The drop-down arrow at the end of various fields displays a list of valid values for that field.

Selecting from the list of valid values populates the information in the field. This list is available by clicking the field's drop-down arrow. The list of valid values for the field displays.

Drop-down Arrow



Section 4 - Accessing and Navigating CIMS

With CIMS, there are three types of fields.

Required Fields must be completed to save the page.

Pre-filled fields are populated with data from NSIPS or previously entered in CIMS.

Hidden fields are fields that were previously hidden, which display depending on selections made on the page.

Fields

The screenshot shows a software interface for managing career information. At the top, there are four status fields: ADSD: 01/16/2003, PRD: 08/01/2004, EAOS: 01/15/2007, and Soft EAOS: 01/15/2007. Below these, a title bar reads "Separation/Reenlistment/Fleet Reserve Retirement/Extensions".

Pre-filled Field: A cyan callout points to a "CREO Category" field, which is populated with "EXT".

Required Field: A cyan callout points to a "Number of Months" field, which is highlighted with a red border and has a red asterisk (*) next to it, indicating it is a required field.

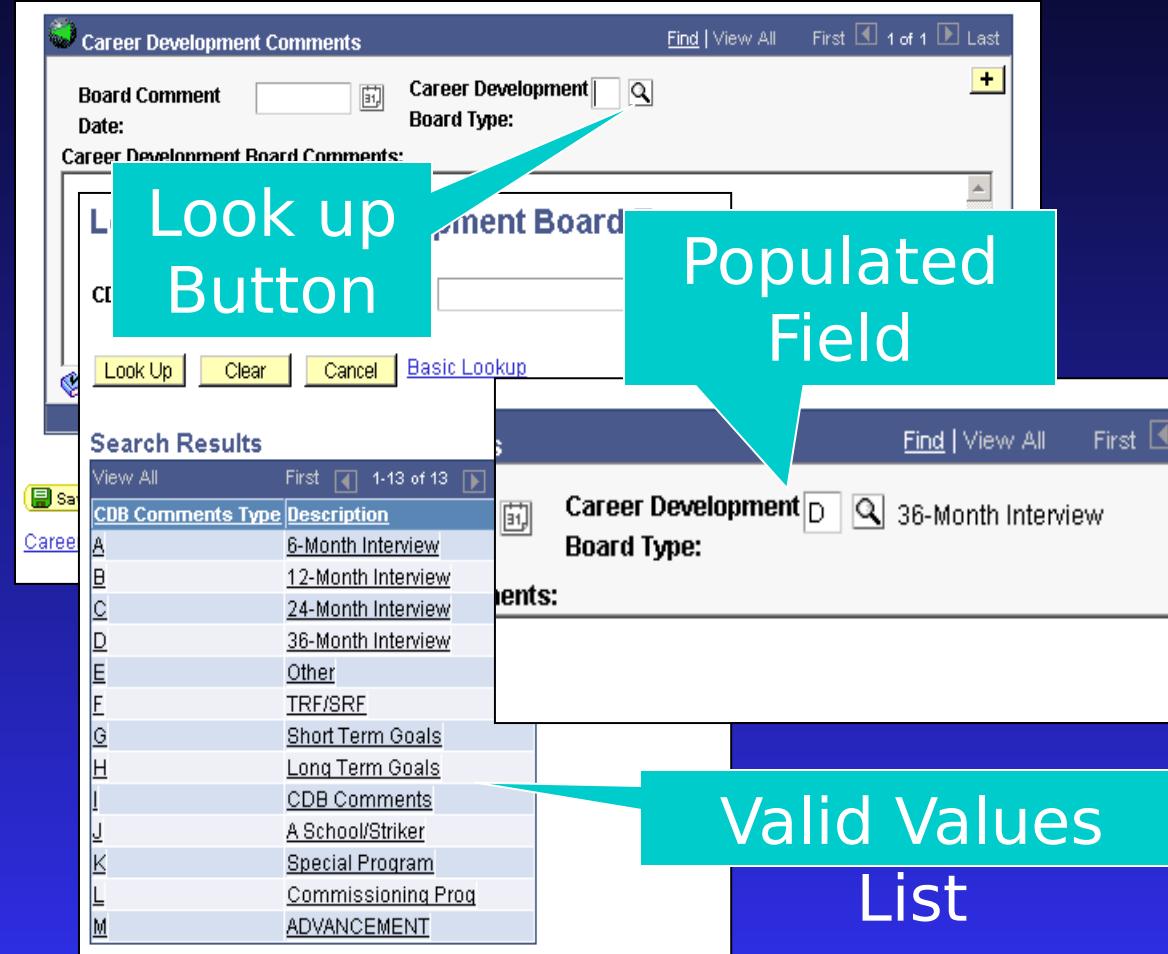
Hidden Field: A cyan callout points to a "Leave Amt" field, which is currently empty and has a red asterisk (*) next to it, indicating it is a hidden field.

Below the title bar, there are more status fields: ADSD: 01/16/2003, PRD: 08/01/2004, EAOS: 01/15/2007, and Soft EAOS: 01/15/2007. The main content area contains several input fields and dropdown menus, including "Location", "Reenlisting Officer", "Comments", and "Comments".

At the bottom, there are three navigation links: "Selective Reenlistment Bonus Calculator", "Retirement Calculator", and "Qualifying Payoff Plan Calculator".

The Look up button at the end of a field, represented by the magnifying glass, indicates you can obtain a list of valid values required for the field. Some Look up buttons open the Look up page, allowing you to refine your search for values.

Look up Button



CIMS - Career Information Management System

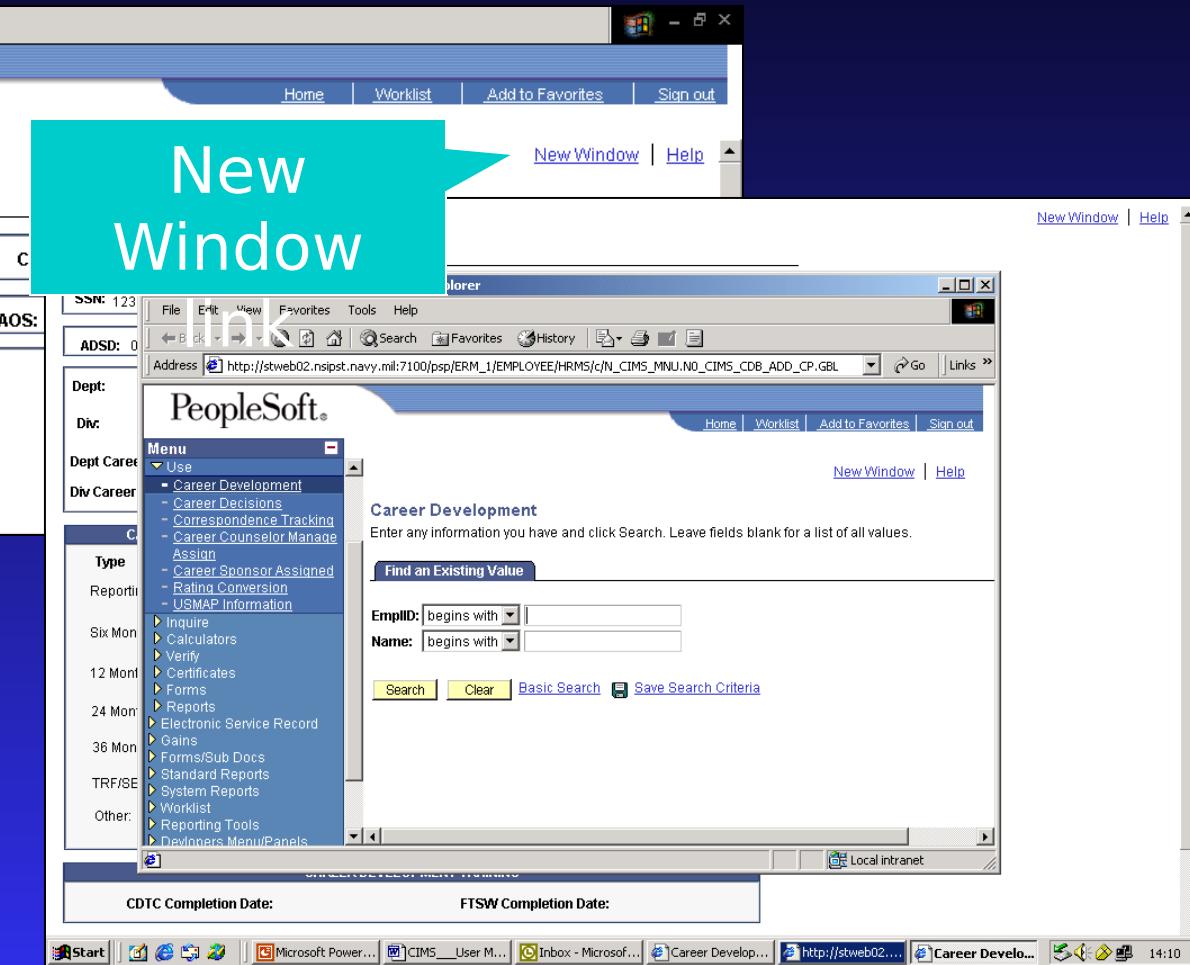
Section 4 - Accessing and Navigating CIMS

October
2004

Click the New Window link to open a second session of CIMS without leaving your current session. This is useful if additional information is needed to complete the current session.

You can navigate to another page using the same navigational steps as in the original session.

New Window Feature



Section 4 - Accessing and Navigating CIMS

Options are used to select actions. Associated options are grouped together, and only one option can be selected at a time. Click the corresponding circle to select the option.

Options

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: BEAL

SBP Base Amount: \$2313.00

Projected Retirement Date: 08/31/2005

Supplement SBP Yes No

Do Estimate

Member's DOB: 06/13/1964

Spouse DOB: 02/24/1967

Youngest Child DOB:

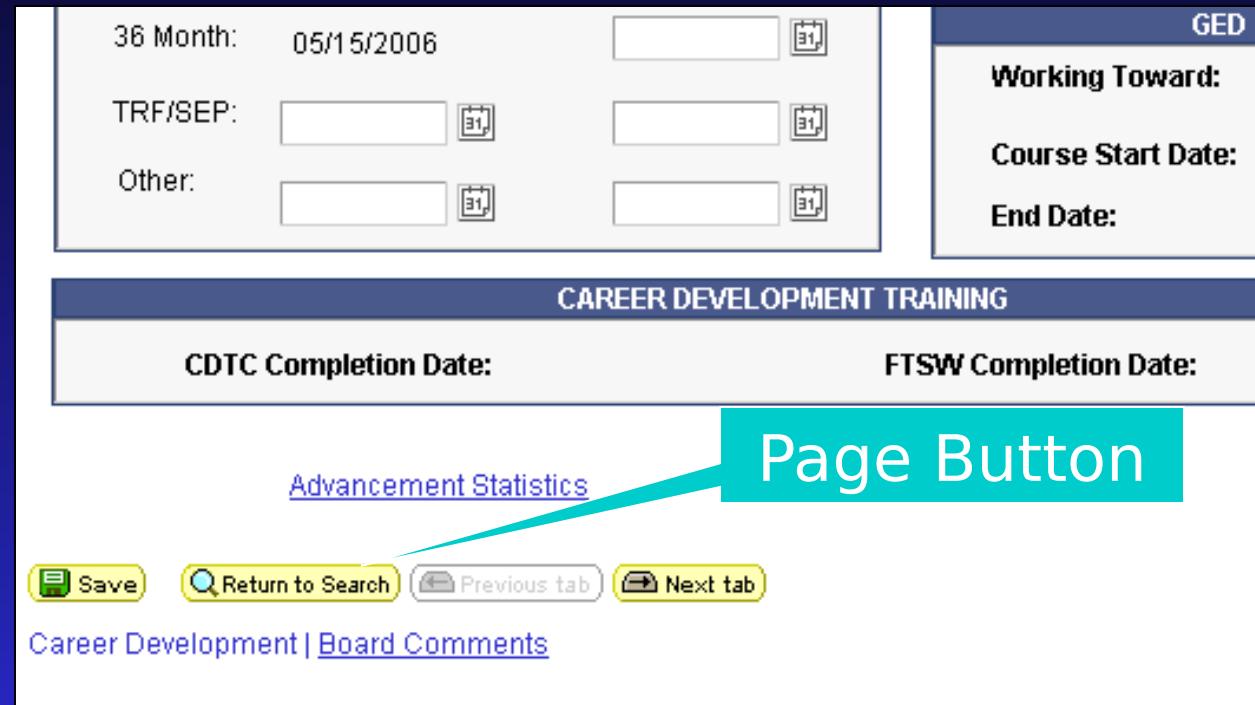
Entered Service Prior 1990

Option

Section 4 - Accessing and Navigating CIMS

There are various buttons located at the bottom of each page. The buttons pertain to actions or conditions associated with the component. The following is an example of the page button from the Career Development page.

Page Buttons

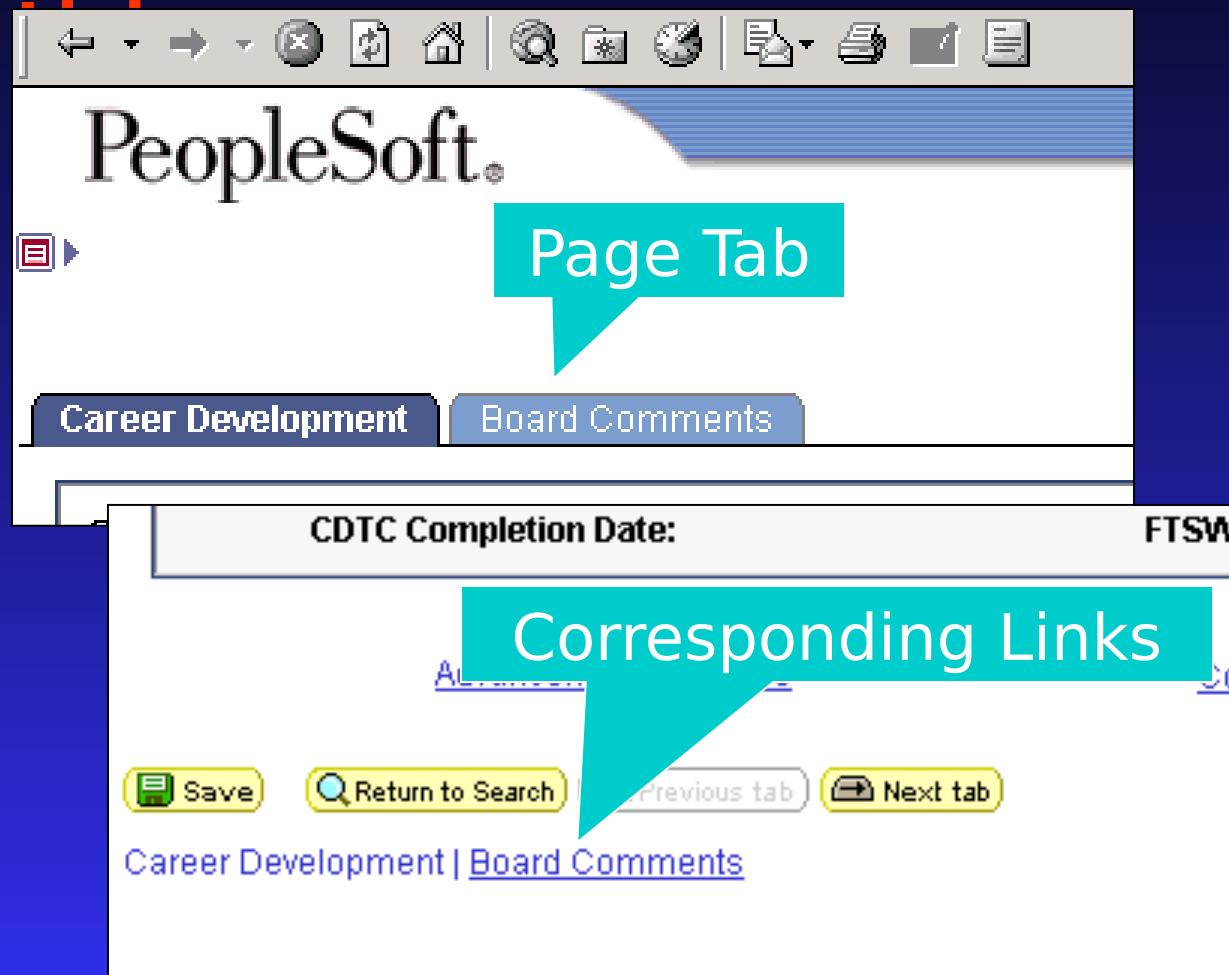


The screenshot shows a page titled 'CAREER DEVELOPMENT TRAINING'. At the top, there are input fields for '36 Month' (05/15/2006), 'TRF/SEP', and 'Other', each with a small 'Edit' icon. To the right, there are labels for 'Working Toward', 'Course Start Date', and 'End Date' under a 'GED' section. Below this is a section for 'CDTC Completion Date' and 'FTSW Completion Date'. At the bottom, there are several buttons: 'Save' (yellow), 'Return to Search' (blue), 'Previous tab' (grey), and 'Next tab' (yellow). A red box highlights the 'Next tab' button, with a red arrow pointing to it from the text 'Page Button' on the right. Below the buttons, there is a link 'Advancement Statistics'.

Section 4 - Accessing and Navigating CIMS

Some functions require a single page to enter or display information, while others require multiple pages in a page group. Click the page tabs located at the top of the page or corresponding links at the bottom of the page to open pages in the page group.

Page Tabs and Corresponding



Section 4 - Accessing and Navigating CIMS

Scroll Bar

The display of several rows of data may require the use of the vertical and horizontal Scroll Bars to view all data. The Scroll Bar becomes available when all entries cannot fit on the viewing screen.

Section 4 - Accessing and Navigating CIMS

Tab Key

There are two ways to move from field to field on a page

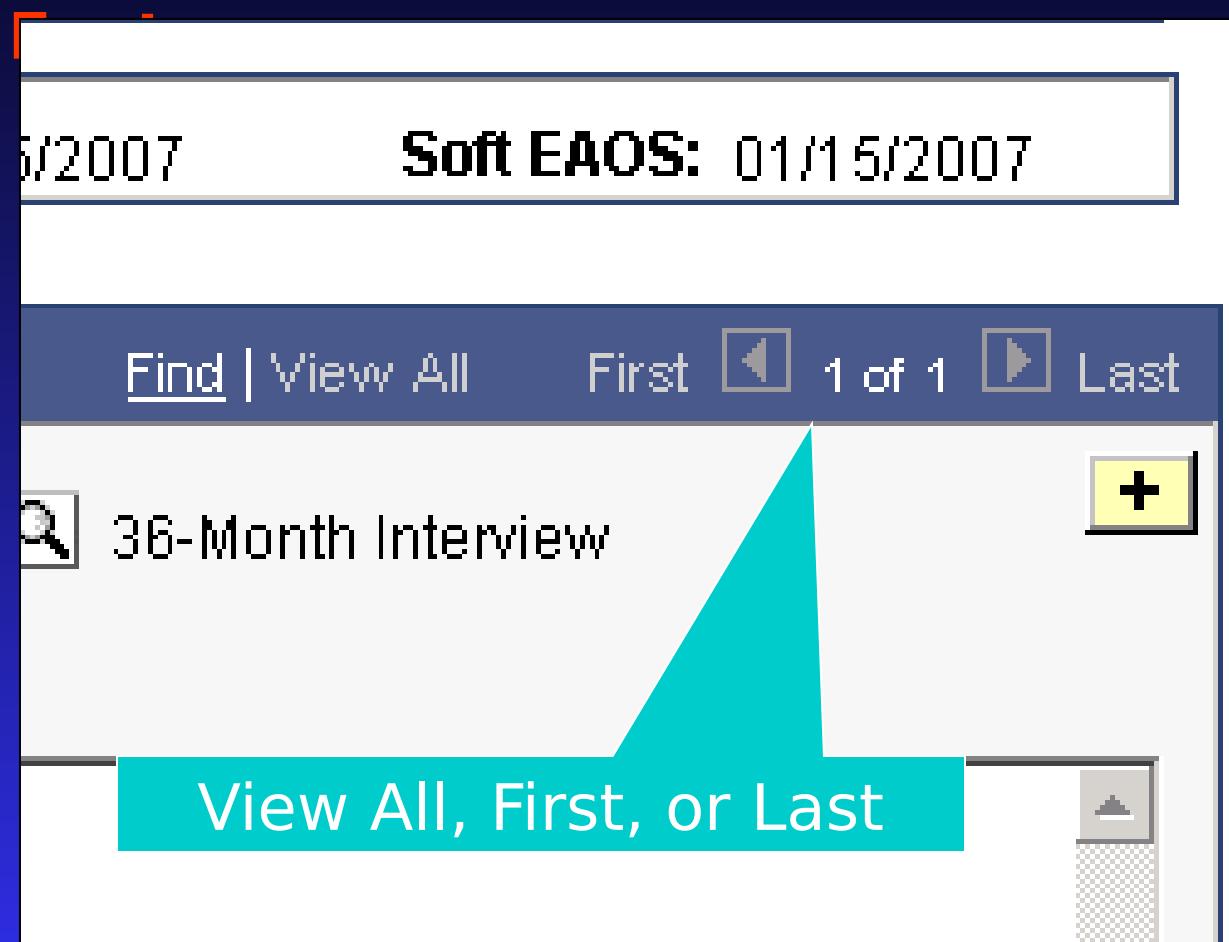
- Single-click in the field
- Use the keyboard Tab key

Using the Tab key moves the cursor to the next field according to the programmed sequence for field completion. Completing fields in the incorrect order could generate an error message. <Shift><Tab> moves the cursor backwards.

Section 4 - Accessing and Navigating CIMS

The View All, First, and Last features control the amount of data rows being displayed on the screen. The system defaults to only displaying a certain amount of data rows. Additional data rows may be viewed by selecting the View All, First, or Last links.

View All, First, and Last

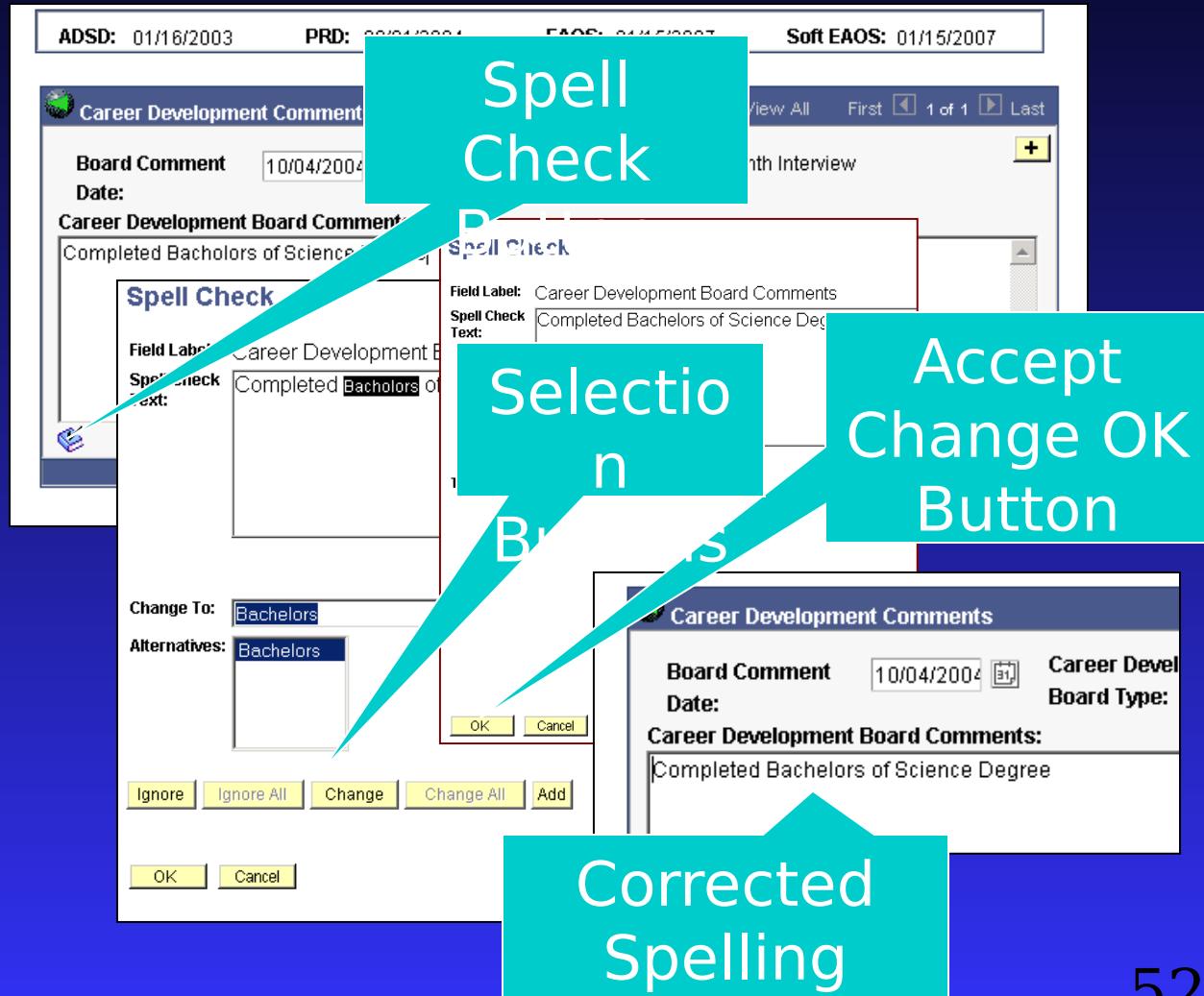


Section 4 - Accessing and Navigating CIMS

The Spell Check feature allows you to check and correct spelling errors in certain data input fields.

Clicking the Spell Check button activates the Spell Check feature of CIMS.

Spell Check



Section 4 - Accessing and Navigating CIMS

NSIPS Web Afloat

NSIPS Web Afloat is a design feature that permits the shipboard user to continue using CIMS when no Internet connection is available.

Prior to losing Internet connectivity, the ship will engage the NSIPS Web Afloat feature that downloads information required to continue using CIMS.

Onboard computers interact with onboard

When Internet connectivity is available, NSIPS information and transactions update.

While operating CIMS in NSIPS Web Afloat mode, the Dept. and Div. CC should not see any differences from normal CIMS operation. NSIPS Web Afloat will be entirely transparent to the user.

Should the CCC need reports normally obtained from CIMS reports, the ISIC is

charged with generating and transmitting the reports to the ship. Transmission will be by most efficient means possible.

Should you have any problems while running CIMS in NSIPS Web Afloat, contact your IT Team.

Section 5 - CIMS Career Information Pages

Career Development Page

The Use pages are the basic record keeping component of CIMS.

Dept. and Div. CCs enter information here.

This information must be verified by the CCC using the CIMS Verify

1. Enter member name in Name field or enter partial SSN in EmplID field.

2. Click the Search button.

3. Double-click either the SSN or name link of the member you wish

Career Development
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value

EmplID: begins with Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

| View All | | | |
|----------|--------------|-----------------------|------------------------------|
| EmplID | EmplRcd Hnbr | Name | Officer - Enlisted Indicator |
| 0 | | RIVERA,EDUARDO MIGUEL | Enl |
| 0 | | TORREY,JON ALBERT JR | Enl |

Section 5 - CIMS Career Information Pages

The Career Development page has pre-filled fields as well as required fields.

1. The CC uses this page to enter information on a member, such as when a CDB was conducted or an application to a program submitted.
2. To go to the CDB record page, click the Board Comments tab.
3. Click the Save button to save date entered here.

Career Development

The screenshot shows the PeopleSoft Career Development page. At the top, there are tabs for 'Career Development' (selected) and 'Board Comments'. The main content area contains several data entry fields and tables. A large teal oval with the number '2' points to the 'Board Comments' tab. A teal oval with the number '1' points to the 'Program Applied For' section, which includes checkboxes for 'A' School/Striker Designation, Special Program, Commissioning Programs, Advancement, and Other. A teal oval with the number '3' points to the bottom right corner of the page, which contains buttons for 'Save', 'Return to Search', 'Previous tab', and 'Next tab', along with a 'Course Data' link.

SSN: Name: SORRENTINO,DOMENICK RICHARD Rank/Rate: AA Current DSC: 100

ASDSD: 01/16/2003 PRD: 08/01/2004 EAOS: 01/15/2007 Soft EAOS: 01/15/2007

Dept: CREO: Enlisted Designator:
Div: Sponsor Assigned:
Dept Career Counselor Assigned:
Div Career Counselor Assigned:

| CAREER DEVELOPMENT BOARD TRACKING | | |
|-----------------------------------|---------------|-----------------|
| Type | Required Date | Completion Date |
| Reporting: | 05/15/2003 | |
| Six Month: | 11/15/2003 | |
| 12 Month: | 05/15/2004 | |
| 24 Month: | 05/15/2005 | |
| 36 Month: | 05/15/2006 | |
| TRF/SEP: | | |
| Other: | | |

| PROGRAM APPLIED FOR | |
|---|--|
| <input type="checkbox"/> "A" School/Striker Designation | |
| <input type="checkbox"/> Special Program | |
| <input type="checkbox"/> Commissioning Programs | |
| <input type="checkbox"/> Advancement | |
| <input type="checkbox"/> Other | |

GED
Working Toward:
Course Start Date:
End Date:

| CAREER DEVELOPMENT TRAINING | |
|-----------------------------|-----------------------|
| CDTC Completion Date: | FTSW Completion Date: |

Save Return to Search Previous tab Next tab Course Data

Career Development | Board Comments

Section 5 - CIMS Career Information Pages

The Board Comments page is used to record information on a CDB (what type board, when, and what was accomplished).

This page must be saved and verified.

- 1. Use the Choose a Date Look up button to enter the date of the CDB.**
- 2. Use the Look up button to determine the CDB Type (see Look up pages).**
- 3. Enter Board**

Board Comment Page

Look Up Career Development Board Type

CDB Comments Type: begins with

[Basic Lookup](#)

Look Up Career Development Board Type

CDB Comments Type: begins with

[Basic Lookup](#)

Search Results
View All First 4 1-13 of 13 Last

| CDB Comments Type | Description |
|-------------------|-------------------|
| A | 6-Month Interview |
| B | |
| C | |
| D | |
| E | |
| F | |
| G | |
| H | |
| I | |
| J | |
| K | |
| L | |
| M | |

Career Development Board Comments

| | | | |
|------------------|-----------------------------|------------------|-----------------------|
| SSN: 070920012 | Name: TORREY, JON ALEXANDER | Rank/Rate: PN3 | Current DSC: 100 |
| ADSD: 05/28/1998 | PRD: 11/01/20 | EAOS: 11/11/2005 | Soft EAOS: 11/11/2005 |

Career Development Comments

Board Comment: 05/15/2002 Career Development: A 6-Month Interview
Date:

Career Development Board Comments:

SNM assigned to Admin. Dept. Eligible for Sept. 02 PN2 exam. Enrolled USMAP, Information Technology. Taking two college courses, English 201 and Business Admin 101 during Summer Session 2005, Delgado College. Enrolled in squadron's EAWS program, 30% complete. Goals: BA Business Admin, LDO program when eligible.

3

Section 5 - CIMS Career Information Pages

Depending on the type of transaction selected, fields available on this page will vary.

There are five plan type selections available on the Career Decisions page

- Extension
- Reenlistment
- Separation
- Fleet Reserve
- Retirement

Here we will review an example of each.

Career Decisions Page

PeopleSoft.

Menu

Search: go

My Favorites

Career Information Management

Use

- Career Development
- Career Decisions
- Correspondence Tracking
- Career Counselor Manage
- Assign

Calculators

Certificates

Forms

Reports

Electronic Service Record

Gains

Forms/Sub Docs

Standard Reports

System Reports

Worklist

Reporting Tools

Developers Menu/Panels

My Profile

PeopleTools

- NSIPS Report Manager
- Change My Password

Career Decisions

SSN: Name: TORREY,JOHN

Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 11/01/2005 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve/Retirement/Extensions

Find | View All First 1 of 1 Last

Plan:

Type:

Planned:

Date:

Comments:

Selective Reenlistment Bonus Calculation

1

2

Select one of the following values:

| | |
|-----|---------------|
| EXT | Extension |
| FLT | Fleet Reserve |
| REN | Reenlistment |
| RET | Retirement |
| SEP | Separation |

Cancel

1. Select the Plan type by clicking the Plan Type Look up button.
2. Select EXT.

Section 5 - CIMS Career Information Pages

1. Using the Plan Type Look up button, select EXT.

2. Use the Choose a Date Look up button to select the date the Extension will become operative.

3. If the member is selling back leave, enter the data in the Lump Sum Leave Calculator section.

4. Enter the number of months for the extension in the Number of Months field.

Career Decisions Page, Extension

1

2

3

4

5

6

Career Decisions

SSN: [REDACTED] Name: BERT JR Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 01/01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions

Plan: EXT CREO Category:
Type: Planned Number of Months:
Date: Comments:

Lump Sum Leave Calculator

Days Selling:
Monthly Base Pay:
Estimated Paid Leave Amt:

Selective Reenlistment Bonus Calculator Retirement Survivor Benefit Plan Calculator

1. **Using the Plan Type Look up button, select REN.**
2. **Using the Choose a Date Look up button, enter the reenlistment date.**
3. **Using the Number of Years drop-down arrow, select the number of years for the reenlistment.**
4. **Enter Lump Sum Leave data.**
5. **Enter Location, Time and Reenlisting Officer.**
6. **Add any pertinent comments.**

Career Decisions Page, Reenlistment Example

1

2

3

4

5

6

7

Career Decisions

SSN: (REDACTED) Name: T. ERT JR Rank/Rate: PN3 Current DSC: 100

ADSD: 05/28/1998 PRD: 01/2006 EAOS: 11/11/2005 Soft EAOS: 11/11/2005

Separation/Reenlistment/Fleet Reserve Retirement/Extensions

Find | View All First < 1 of 1 > Last

Plan Type: REN CREO Category: Number of Years:

Planned Date: 11/12/2005

Lump Sum Leave Calculator

Days Selling: 40.0

Monthly Base Pay: 1972

Estimated Paid Leave Amt:

Location: Time:

Reenlisting Officer: Name, Rank, Branch Class

Comments:

Career Decisions Page, Separation Example

1. Using the corresponding Choose a Date Look up button, select the

- Planned Date
- DD 2648 Date
- TAP Date
- CARIT Date
- PDTY Date
- Terminal Leave

2. Enter Lump Sum Leave information

3. Add any pertinent comments.

4. Scroll to the bottom of the page and click the Save button.

1

2

3

4

Section 5 - CIMS Career Information Pages

Career Decisions Page, Fleet Reserve Example

1. Using the Plan Type Look up button, select FLT.
2. Using the corresponding Choose a Date Look up button, enter the Planned Date, DD 2648 Date, TAP Date, PDTY Date, Terminal Leave, FLTRES Application Date, Acknowledgement Date, and the DTG of Message.
3. Enter Lump Sum Leave information.
4. Add any pertinent comments.
5. Scroll to the bottom of the page.

1

2

3

4

5

Section 5 - CIMS Career Information Pages

Required fields for Retirement are identical to that of Plan Type Fleet Reserve.

However, the Planned Date for Retirement will be on the first date of the month following the completion of 30 years of service.

Career Decisions Page, Retirement Example

Career Decisions

| | | | |
|------------------|-----------------------------------|------------------|-----------------------|
| SSN: 123-45-6789 | Name: SORRENTINO,DOMENICK RICHARD | Rank/Rate: AA | Current DSC: 100 |
| ADSD: 01/16/2003 | PRD: 08/01/2004 | EAOS: 01/15/2007 | Soft EAOS: 01/15/2007 |

Separation/Reenlistment/Fleet Reserve
Retirement/Extensions

Find | View All First 1 of 1 Last

| | | |
|---|---|--|
| Program Plan: RET <input type="button" value="Search"/> Type: Planned Date: 10/01/2004 <input type="button" value="B1"/> DD 2648 Date: <input type="button" value="B1"/> TAP Date: CARIT Date: <input type="button" value="B1"/> | Request Status Application Date: <input type="text"/> <input type="button" value="B1"/> Acknowledgement Date: <input type="text"/> <input type="button" value="B1"/> DTG of Message: <input type="text"/> <input type="checkbox"/> CSB Information | Lump Sum Leave Calculator Days Selling: <input type="text"/> Monthly Base Pay: <input type="text"/> Estimated Paid Leave Amt: <input type="text"/> |
| PDTY Date From: <input type="text"/> <input type="button" value="B1"/> To: <input type="text"/> <input type="button" value="B1"/> | Terminal Leave From: <input type="text"/> <input type="button" value="B1"/> To: <input type="text"/> <input type="button" value="B1"/> | |
| Comments: <input type="text"/> | | |

[Selective Reenlistment Bonus Calculator](#) [Retirement Calculators](#) [Survivor Benefit Plan Calculator](#)

This page records any correspondence, package, or request submitted by the member.

Saved Dept. and Div. CC entries must be verified by the CCC.

Using the Look Up buttons and Choose a Date Look up buttons, select the appropriate item.

Use the Add Row button, you may enter additional correspondence.

Click the Save button at the bottom of the page to save your data.

Correspondence Tracking Page

Corr Tracking

SSN: [REDACTED] Name: SORRENTINO,DOMENICK RICHARD Rank/Rate: AA Current DS: [REDACTED]

ADSD: [REDACTED] PRD: 08/01/2004 EAOS: 01/15/2005 Soft EAOS: 01/15/2005

Correspondence Tracking Find | View All First 1 of 1

Program Type: [REDACTED]

Status: [REDACTED]

Status Date: [REDACTED]

Package

Type: [REDACTED]

Submission Date: [REDACTED]

Selected one of the following values

| | |
|---|---------------------|
| A | Approved |
| C | Conversion Approved |
| D | Disapproved |
| E | Separate |
| H | In-house |
| I | In Rate Approved |
| P | Pending |
| R | PTS Reenlistment |
| S | Submitted |

Look Up Type

Search by: Package Type

Look Up Cancel Advanced

Search Results

View All First 1-19 of 19 Last

| Program Type code | Description |
|-------------------|--------------------------|
| AOC | AOCS |
| ASC | "A" School |
| CON | CONVERSION |
| CWO | Chief Warrant Officer |
| GRD | GUARD 2000 |
| HAR | HARP |
| HYT | High Year Tenure Waiver |
| LDO | Limited Duty Officer |
| MEC | MECP |
| OCS | Officer Candidate School |
| OHA | OHARP |
| OTH | OTHER |
| PTS | Perform To Serve |
| SCR | SCORE |
| SEA | SEA |
| SPG | SPECIAL PROGRAMS |
| STA | STA-21 |
| STR | STAR |
| USM | US MAP |

Look Up Program Type

Search by: Program Type code begins with

Look Up Cancel Advanced Lookup

Search Results

View All First 1-19 of 19 Last

| Program Type code | Description |
|-------------------|--------------------------|
| AOC | AOCS |
| ASC | "A" School |
| CON | CONVERSION |
| CWO | Chief Warrant Officer |
| GRD | GUARD 2000 |
| HAR | HARP |
| HYT | High Year Tenure Waiver |
| LDO | Limited Duty Officer |
| MEC | MECP |
| OCS | Officer Candidate School |
| OHA | OHARP |
| OTH | OTHER |
| PTS | Perform To Serve |
| SCR | SCORE |
| SEA | SEA |
| SPG | SPECIAL PROGRAMS |
| STA | STA-21 |
| STR | STAR |
| USM | US MAP |

Section 5 - CIMS Career Information Pages

The Sponsor Assignment page is completed when Orders are received on the Prospective Gain (PG).

- 1. Select the Sponsor using the Find an Existing Value page using either the SSN or name.**
- 2. Enter the date the sponsor was assigned in the Assignment Date field.**
- 3. Enter the PG SSN.**
- 4. Click the Save button to place the entry in the CCC Verify**

Sponsor Assignment Page

The screenshot shows the 'Sponsor Assigned' page of the CIMS system. At the top, there is a header with a Windows-style window title bar and a toolbar. Below the toolbar, the page title 'Sponsor Assigned' is displayed. The main content area contains a table titled 'SPONSOR ASSIGNED DATA'. The table has columns for 'Assigned Date', 'PG SSN', 'Rank/Rate', and 'Name'. The 'Assigned Date' cell contains the value '1 10/19/2004'. The 'PG SSN' cell is highlighted with a teal box. The 'Name' cell contains 'SORRENTINO,DOMENICK RICHARD'. The 'Rank/Rate' cell contains 'AA' and the 'Current DSC' cell contains '100'. At the bottom of the table are buttons for 'Customize', 'Find', 'View All', 'First', 'Last', and 'View Order'. Below the table are two teal speech bubbles with numbers: '1' is above the table, '2' is next to the PG SSN cell, '3' is next to the 'Save' button, and '4' is next to the 'Assigned Date' cell. At the very bottom of the page are buttons for 'Save' and 'Return to Search'.

| SPONSOR ASSIGNED DATA | | | | | | | |
|-----------------------|---------------|--------|-----------|-----------------------------|--------|----------|-----------|
| | Assigned Date | PG SSN | Rank/Rate | Name | Detach | Reported | Estimated |
| 1 | 10/19/2004 | | AA | SORRENTINO,DOMENICK RICHARD | | | |

Section 5 - CIMS Career Information Pages

This page is accessed only by the CCC to assign members to a Dept. and Div.

1. Using Find an Existing Value, select the member you wish to assign.
2. Enter the Assigned Date.
3. Enter the UIC.
4. Click the UIC Look up button to populate the Description field
5. Select Dept. or Div.
6. Enter the Dept. or Div.
7. Click the Save button.

Career Counselor Manage Assign Page

Career Counselor Manage Assign
Enter any information you have and click Search. Leave fields blank for a list of all values.

Career Counselor Manage Assign
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Results
View All First 1-22 of 22 Last

| EmplID | Empl Per Nbr | Name | Officer - Enlisted Indicator |
|--------|--------------|-------------------------|------------------------------|
| 10 | | CHRIST,ELLA MARIE FRANK | Enl |

Counselor Asgnmt

SSN: Name: CHRIST,ELLA MARIE FRANK Rank/Rate: HM2 Current DSC: 100

Career Counselor Info

| Assigned Date | UIC | Description | Dept/Div Ind | Dept/Div | Deassigned Date |
|---------------|-------|-------------|--------------|----------|-----------------|
| 10/10/2001 | 0003N | NMCB 28 | Department | ADM | |

Customize | Find | View All | First 1 of 1 Last

Buttons: Save, Return to Search

1

2

3

4

5

6

7

CIMS - Career Information Management System

Section 5 - CIMS Career Information Pages

October
2004

This page is accessed only by the CCC to assign a member to Dept. and Div. Counselors.

1. Using the Find an Existing Value page, select the member to be assigned to a CC.
2. Click the Dept Career Counselor EmplID Look up button. The page

Individual Dept/Div Assign

Ind Career Counselor Assign

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with 210

[Advanced Search](#)

Search Results

| View All | | | |
|----------|--------------|-----------------------------|------------------------------|
| EmplID | Empl Rcd Nbr | Name | Officer - Enlisted Indicator |
| 1 0 | | CHRIST,ELLA MARIE FRANK | Enl |
| 5 0 | | TALLMAN,SCOTT FRANKLIN | Enl |
| 1 0 | | WALTER,WILLIAM JOHN III | Enl |
| 4 0 | | OEHLBECK,WILLIAM JOSEPH III | Enl |

CIMS Ind Dept/Div

| | | | |
|----------------|-------------------------------|----------------|------------------|
| SSN: 210546931 | Name: CHRIST,ELLA MARIE FRANK | Rank/Rate: HM2 | Current DSC: 100 |
| Dept: | Div: | | |

Assign Career Counselors

Dept Career Counselor EmplID:

Div Career Counselor EmplID:

The Look Up Dept Career Counselor EmplID displays.

4. **Select the SSN of the Department CCC you wish to assign to the member.**
5. **Click the Div Career Counselor EmplID Look up button.**
6. **Select the Div. CC from the Look Up Div Career Counselor EmplID page.**

Individual Dept/Div Assign

Look Up Div Career Counselor Emplid

Search by: EmplID begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

| View All | | | First <input type="button" value="<"/> | 1-10 |
|----------|---------------------|----------|---|------|
| EmplID | Department/Division | Dept/Div | | |
| 0 | 5 Division | (blank) | | |
| 1 | 7 Division | N1 | | |
| 2 | 6 Division | N22 | | |
| 2 | 5 Division | ADM | | |
| 2 | 7 Division | ADM | | |
| 3 | 1 Division | (blank) | | |
| 4 | 1 Division | N22 | | |
| 5 | 5 Division | ADM | | |
| 5 | 7 Division | OPS | | |
| 5 | 5 Division | OPS | | |

5

HOWARD

WILLIAM JOHN

Section 5 - CIMS Career Information Pages

This is a pre-filled page. It displays a member's ASVAB and AFCT scores and information about the ASVAB and AFCT.

1. Use the Find an Existing Value page to find the member record (not shown) and corresponding Rating Conversion page.
2. Click the Calculate Eligibility Ratings

Rating Conversion Page

The screenshot shows a web-based rating conversion page. At the top, there are fields for SSN, Name, and Rank/Rate (set to STG2). A callout labeled '1' points to the Rank/Rate field. Below this is a section for Education, showing a Level of L and a High School Diploma, with a Years field set to 12. A callout labeled '1' also points to the Years field. The next section is ASVAB/AFCT, displaying Test ID 20B, AFQT 80, NAPT CD, and NFQT Score. A callout labeled '1' points to the AFQT field. Below this is a section for the Most Recent Test, showing the Date 10/12/1993 and Test Site UIC 30646. A callout labeled '1' points to the Date field. The final section is Scores, listing various sub-scores and a total DLAB of 666. A callout labeled '2' points to the 'Calculate Eligibility Ratings' button at the bottom right.

| ASVAB/AFCT | | AFQT: | 80 | NAPT CD: | NFQT Score: | | | | | | | | | | |
|------------------------|------------|-------|----|----------------|-------------|-----|----|-----|----|-------|-----|--------|----|--------|---|
| Test ID: | 20B | | | | | | | | | | | | | | |
| Most Recent Test Date: | 10/12/1993 | | | Test Site UIC: | 30646 | | | | | | | | | | |
| Scores | | | | | | | | | | | | | | | |
| GS: | 67 | WK: | 58 | NO/AO: | 55 | AS: | 51 | MC: | 59 | VE: | 59 | AI: | 59 | RADIO: | 0 |
| AR: | 55 | PC: | 59 | CS: | 61 | MK: | 59 | EL: | 59 | DLAB: | 666 | SONAR: | 0 | ESTS: | 0 |

Calculate Eligibility Ratings

CIMS - Career Information Management System

Section 5 - CIMS Career Information Pages

October
2004

The Rating Conversion Calculate Eligibility Ratings page displays all ratings (see red box) for which the member's ASVAB and AFCT make him or her eligible.

To find additional rating requirements for each rating, refer to the Enlisted Personnel Manual.

Rating Conversion Page

[New](#)

| Rating Conversion | | | | | |
|--|----------------------------|----------------|-------|-----------|-------------|
| SSN: | Name: <input type="text"/> | | | | |
| Rank/Rate: STG2 Current DSC: 148 | | | | | |
| Education | | | | | |
| Level: | L High School Diploma | | | | |
| Years: 12 | | | | | |
| ASVAB/AFCT | 20B | AFQT: | 80 | NAPFT CD: | NFQT Score: |
| Test ID: | | | | | |
| Most Recent Test Date: | 10/12/1993 | Test Site UIC: | 30646 | | |
| Scores | | | | | |
| GS: | 67 | WK: | 58 | NO/AO: | 55 |
| AS: | 51 | MC: | 59 | VE: | 59 |
| AR: | 55 | PC: | 59 | CS: | 61 |
| MK: | 59 | El: | 59 | DLAB: | 666 |
| | | SONAR: | 0 | ESTS: | 0 |
| Calculate Eligibility Ratings | | | | | |
| Eligible Ratings | | | | | |
| ABE, ABF, ABH, AC, AD, AE, AE(CF), AO, AIRCREW, AM, AME, AO, AS, AT, AW, AZ, BU, CE, CM, CS, CS(SS), CTA, CTI, CTM, CTO, CTR, CTT, CTT(AEF), DC, DIVER, DK, DT, EA, EM, EN, EN(ATF), EO, EOD, ET(AECF), ET(SS), FC (AECF), FT(SS), GM, GSE, GSM, HM, HT, HT(ATF), IC, IC(ATF), IS, IT, JO, LI, LN, MA, MM, MM(SS), MN, MR, MT, NC, OS, PC, PH, PN, PR, QM, RP, SEAL, SECF, SH, SK, SK(SS), SN(SS), ST(SS), STG, STG(AEF), SW, SWCC, UT, YN, YN(SS) | | | | | |
| Return to Search Next in List Previous in List Notify | | | | | |

Section 5 - CIMS Career Information Pages

The USMAP Information page is a pre-filled page, which provides the Counselor with a member's U.S. Military Apprenticeship Program Enrollment and Progress Information.

If a member is not enrolled in USMAP, the page will contain no information.

NOTE: This is a developmental

USMAP Information

The screenshot shows a web-based application interface for the USMAP Information page. At the top, there is a header bar with the title 'USMAP' and fields for 'SSN' (redacted), 'Name' (JARVIS, RASHIME D), 'Rank/Rate' (MMFR), and 'Current DSC' (100). Below the header, there is a section for 'AIMS Symbol' and 'Status' (redacted). The main content is divided into two columns: 'Enrollment Information' and 'Progress Information'. The 'Enrollment Information' column contains fields for 'Date Enrolled' (redacted), 'Date Completed' (redacted), and 'Last Progress Update' (redacted). The 'Progress Information' column contains fields for 'Pre-Registration Credit' (redacted), 'Additional Credit' (redacted), 'Total Hours Earned' (redacted), and 'Total Hours Required' (redacted). At the bottom of the page, there are navigation buttons: 'Return to Search', 'Next in List', 'Previous in List', and 'Notify'.

CIMS - Career Information Management System

Section 6 - CIMS Inquire Pages

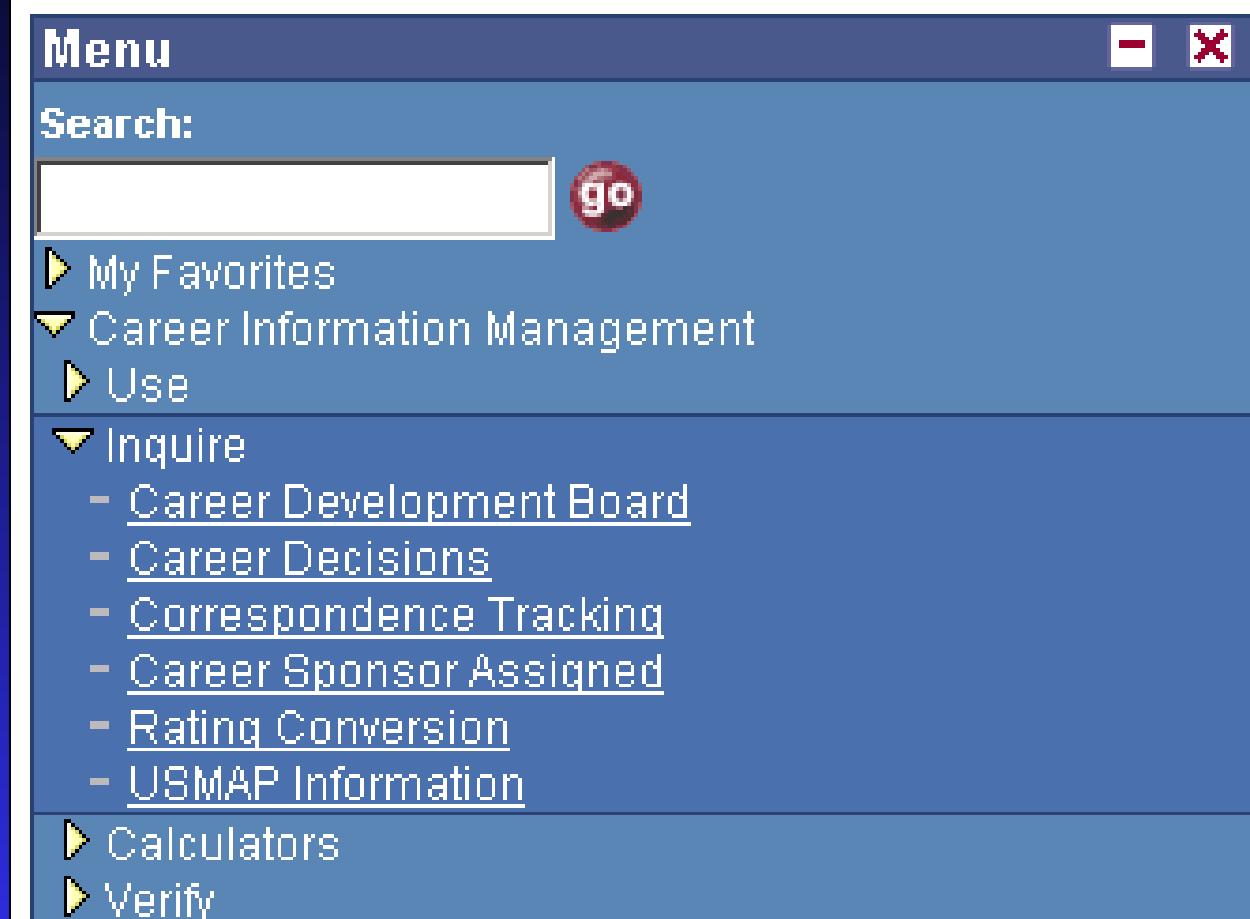
October
2004

The CIMS Inquire Pages are read only.

They are available to Command Retention Team (CRT) Members to allow them to view most pages in the Use Section of CIMS.

Access to these pages is through the page links on the expanded Inquire link.

Inquire Pages



CIMS Retirement, SRB, and SBP calculators are designed to assist the Counselor in helping Shipmates make informed career decisions.

These calculators provide only a close estimate of benefits and any costs and should be identified as such.

Retirement Calculator

Three Retirement Scenarios :

Final Pay Method. The Final Pay calculation is used for a member who entered military service prior to 01 September 1980.

High-3 Retirement Pay Method. The High-3 calculation is used to calculate the retirement pay for a member who entered military service between 01 September 1980 and 31 July 1986.

REDUX/High 3 Pay Method. The REDUX/High 3 calculation is used to calculate the retirement pay for a member who elected to receive the Career Status Bonus at the 15-year point in his/her career.

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

Final Pay steps.

1. Enter the Year of the Retirement.
2. Enter the Grade (paygrade).
3. Enter final Monthly Base Pay.
4. Using the drop-down arrows, enter Years and Months of Credible Service (for pay).
5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).
6. Click the Calculate Final Pay button.

The retirement pay will display at the bottom of the page in the Results

Retirement Calculator, Final Pay Method

Retirement Calc

1

2

3

4

5

6

Retirement Calculator

Year of Retirement: 2004

Grade: E07

Monthly Base Pay: 3855.00

Years of Credible Service

Years: 28 Months: 04

Total Active Federal Military Service

Years: 24 Year Months:

Calculate Final Pay

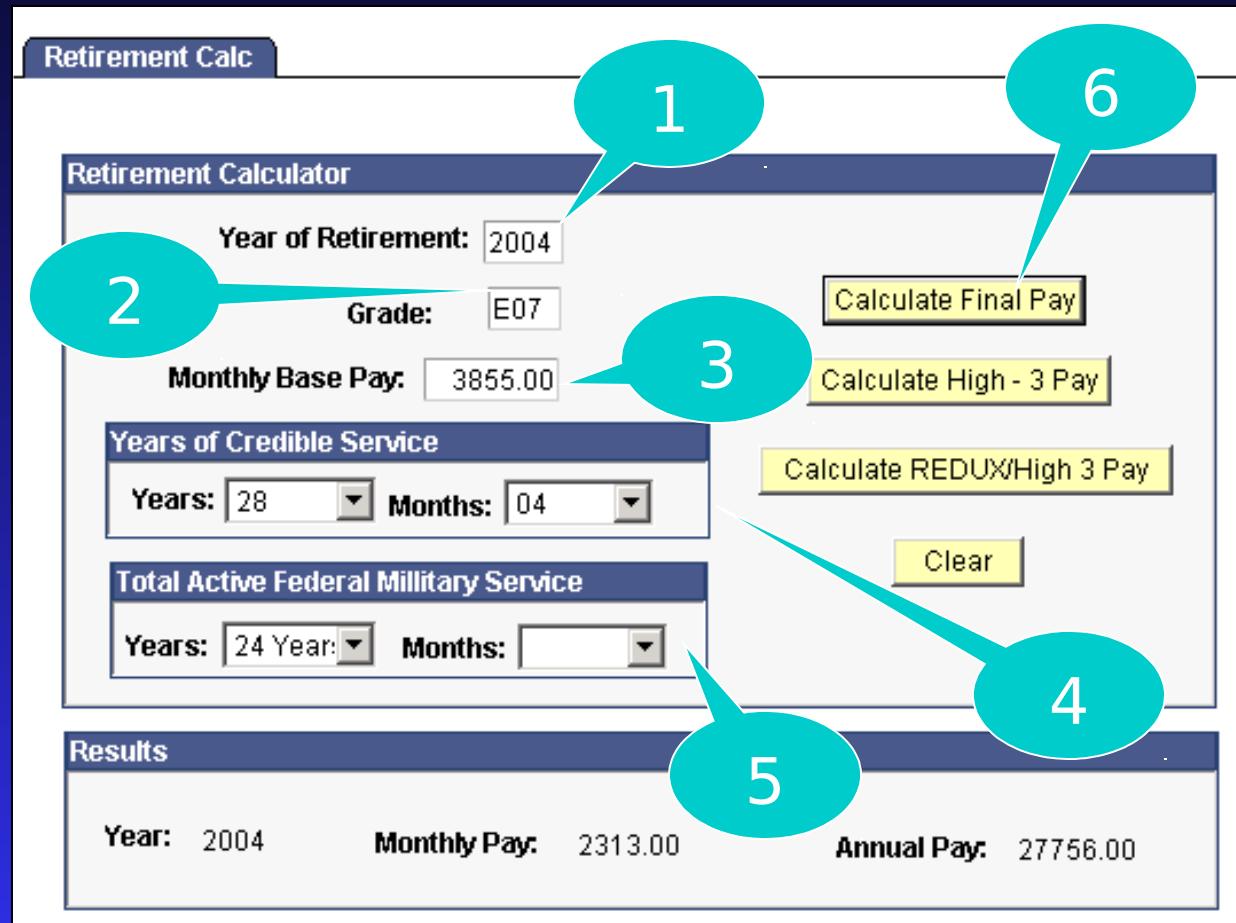
Calculate High - 3 Pay

Calculate REDUX/High 3 Pay

Clear

Results

Year: 2004 Monthly Pay: 2313.00 Annual Pay: 27756.00



CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

High 3 steps.

1. Enter the Year of the Retirement.
2. Enter the Grade (paygrade).
3. Enter final Monthly Base Pay (average of last 3 years).
4. Using the drop-down arrow, enter Years and Months of Credible Service (for pay).
5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).
6. Click the Calculate High-3 Pay button.
 Retirement pay will display at the bottom of the page

Retirement Calculator, High-3 Pay Method

Retirement Calc

1

2

3

4

5

6

Retirement Calculator

Year of Retirement: 2004

Grade: E07

Calculate Final Pay

Monthly Base Pay: 3584.13

Calculate High - 3 Pay

Years of Credible Service

Years: 28 Months: 04

Calculate REDUX/High 3 Pay

Total Active Federal Military Service

Years: 24 Year: Months:

Clear

Results

Year: 2004 Monthly Pay: 2150.48 Annual Pay: 25805.74

Section 7 - CIMS Calculator Pages

REDUX/High 3

steps.

1. Enter the Year of the Retirement.

2. Enter the Grade (pay grade).

3. Enter final Monthly Base Pay (average of last 3 years).

4. Using the drop-down arrow, enter Years and Months of Credible Service (for pay).

5. Using the drop-down arrows, enter Total Active Federal Military Service (TAFMS).

6. Click the Calculate REDUX/High 3 Pay button.

Retirement pay will display at the bottom of the page in the Results section.

Retirement Calculator, REDUX/High 3 Pay Method

The screenshot shows the Retirement Calculator interface with the following steps numbered:

1. The title bar "Retirement Calc" is highlighted.
2. The "Year of Retirement" field containing "2004" is highlighted.
3. The "Monthly Base Pay" field containing "3584.13" is highlighted.
4. The "Years of Credible Service" dropdown menu showing "28" is highlighted.
5. The "Total Active Federal Military Service" dropdown menu showing "24 Year" is highlighted.
6. The "Calculate REDUX/High 3 Pay" button is highlighted.

Retirement Calculator

Year of Retirement: 2004

Grade: E07

Monthly Base Pay: 3584.13

Years of Credible Service

Years: 28 Months: 04

Total Active Federal Military Service

Years: 24 Year Months:

Calculate Final Pay

Calculate High - 3 Pay

Calculate REDUX/High 3 Pay

Clear

Results

Year: 2004 Monthly Pay: 2090.74 Annual Pay: 25088.91

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

Calculating a member's SRB takes several steps.

1. On the SRB Calculator page, click the SRB Qualifier Look up button.
2. Enter desired rating in the SRB Qualifier begins with field.
3. Click the Look up button.
4. Select the desired rating.

The refreshed screen will display the desired rating in the SRB Qualifier

SRB Calculator

The screenshot illustrates the four steps for calculating an SRB:

1. The SRB Qualifier field in the main SRB Calculator page is highlighted with a red circle.
2. The "Look Up SRB Qualifier" dialog box is open, showing the search field "Search by: SRB Qualifier begins with GM".
3. The "Look Up SRB Qualifier" dialog box is closed, and the SRB Qualifier field in the main SRB Calculator page now contains "GM/880", which is circled in red.
4. The "Search Results" list in the "Look Up SRB Qualifier" dialog box shows "GM/879", "GM/880", "GM/979", and "GM/981". The "GM/880" entry is highlighted with a red circle.

The main SRB Calculator page includes fields for "SRB Qualifier", "Base Pay Per Month", "Reenlistment Term", "Months Until EAOS", and "Calculate SRB". The results page shows "Zone", "Award Level", "SRB Amount", "Base Pay", and "Total Active Military Service".

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

When SRB eligibility is determined, you must enter the number of years reenlisting and the number of months before EAOS.

5. Using the Reenlistment Term drop-down arrow, select the reenlistment term.
6. Using the Months Until EAOS drop-down arrow, select the months until EAOS.

Results are circled in red.

SRB Calculator

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term:

Months Until EAOS:

Calculate SRB

5

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term:

Months Until EAOS:

Calculate SRB

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Reenlistment Term:

Months Until EAOS:

Calculate SRB

6

You must enter the number of years and months of service at the member's EAOS and select Broken Service Status.

7. Using the Years drop-down arrow, in the Time in Service section, indicate years.

8. Using the Months drop-down arrow in the Time in Service section, indicate months.

9. Using the Broken Service Status drop-down arrow, indicate the time period of Broken Service (if any). Select No Broken Service.

SRB Calculator

The image shows three overlapping windows of the SRB Calculator. The top window displays the 'Time in Service' section with dropdown menus for 'Years' (set to 06) and 'Months' (set to 07). The middle window shows the 'Broken Service Status' dropdown, with the first option, '1 - No Broken Service', highlighted. The bottom window contains a blue box with the text: 'NOTE: Selections are indicated by a red circle.' A red circle highlights the 'Years' and 'Months' fields in the top window, and another red circle highlights the '1 - No Broken Service' option in the middle window.

NOTE: Selections are indicated by a red circle.

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

As always, calculate several variables, such as number of years reenlisting and date of enlistment, to ensure the member has all information possible to make an informed decision. Click the **Calculate SRB** button to calculate the SRB.

- The SRB Zone, Award Level, SRB Amount, Base Pay, and Total Active Military Service at the end of the reenlistment display in the Results section.

SRB Calculator

Selective Reenlistment Bonus Calculator

*SRB Qualifier: GM/880

Base Pay Per Month:

*Years: 06 *Months: 07

*Reenlistment Term: 6 years

Months Until EAOS: 03 Months

*Broken Service Status: 1 - No Broken Service

Calculate SRB

Results

Zone: B Award Level: 0.5 SRB Amount: \$6641.25

Base Pay: \$2310.00 Total Active Military Service: 12.3

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

Calculate Broken Service SRBs by selecting the Broken Service status in the Broken Service Status field.

The amount of Broken Service SRB will vary depending on the number of months the member was separated before reenlisting.

NOTE: Note differences in the SRB Amount for the

SRB Calculator

Selective Reenlistment Bonus Calculator

| | |
|---|--|
| *SRB Qualifier: <input type="text" value="GM/880"/> | Time in Service |
| Base Pay Per Month: <input type="text" value="2310.00"/> | *Years: <input type="text" value="06"/> *Months: <input type="text" value="07"/> |
| *Reenlistment Term: <input type="text" value="6 years"/> | *Broken Service Status: |
| Months Until EAOS: <input type="text" value="03 Months"/> | <input type="text" value="2 - 24 Hrs to 2 yrs Broken Srv"/> |
| <input type="button" value="Calculate SRB"/> | <input type="button" value="Clear"/> |

Results

| | | |
|---------------------|-------------------------------------|-----------------------|
| Zone: B | Award Level: 0.5 | SRB Amount: \$4980.94 |
| Base Pay: \$2310.00 | Total Active Military Service: 12.3 | |

Selective Reenlistment Bonus Calculator

| | |
|---|--|
| *SRB Qualifier: <input type="text" value="GM/880"/> | Time in Service |
| Base Pay Per Month: <input type="text" value="2310.00"/> | *Years: <input type="text" value="06"/> *Months: <input type="text" value="07"/> |
| *Reenlistment Term: <input type="text" value="6 years"/> | *Broken Service Status: |
| Months Until EAOS: <input type="text" value="03 Months"/> | <input type="text" value="3 - 2 yrs to 4 yrs Broken Svc"/> |
| <input type="button" value="Calculate SRB"/> | <input type="button" value="Clear"/> |

Results

| | | |
|---------------------|-------------------------------------|-----------------------|
| Zone: B | Award Level: 0.5 | SRB Amount: \$3320.63 |
| Base Pay: \$2310.00 | Total Active Military Service: 12.3 | |

Section 7 - CIMS Calculator Pages

1. Select Spouse only Option.
2. Enter member name in Last Name field.
3. Enter member's Base Amount in SBP Base Amount field.
4. Using the corresponding Choose a Date Look up button, enter the
 - Projected Retirement Date
 - Member's DOB
 - Spouse DOB
5. Select No to indicate the member does not want to elect Supplemental

SBP* Calculator, Spouse Only Option

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: BEAL

SBP Base Amount: \$2313.00

Projected Retirement Date: 08/31/2005

Supplement SBP: Yes No

Member's DOB: 06/13/1964

Spouse DOB: 02/24/1967

Youngest Child DOB:

Entered Service Prior 1990

Do Estimate Clear

* Survivor Benefit Plan

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

CIMS - Career Information Management System

Section 7 - CIMS Calculator Pages

October
2004

The new screen displays the Monthly Cost, Annuity Under 62, and the annuity 62 & Over.

If the member had elected to take Supplemental SBP (by selecting the Yes option), the Monthly Cost, Annuity Under 62, and the Annuity 62 & Over would have displayed in the 5%, 10%, 15%, and 20% Supplemental SBP Cost lines.

SBP Calculator, Spouse Only

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: BEAL Member's DOB: 06/13/1964

SBP Base Amount: \$2313.00 Spouse DOB: 02/24/1967

Projected Retirement Date: 08/31/2005 Youngest Child DOB:

Supplement SBP Yes No Entered Service Prior 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

Member Birth Date: 06/13/1964
Spouse Birth Date: 02/24/1967
Child Birth Date:

| Monthly Cost: | Annuity Under 62: | Annuity 62 & Over: |
|-------------------------------|-------------------|--------------------|
| Spouse Cost/Annuity: \$150.35 | \$1272.15 | \$809.55 |

Child Cost/Annuity:

Spouse & Child/Annuity:

5% Supplemental SBP Cost:
10% Supplemental SBP Cost:
15% Supplemental SBP Cost:
20% Supplemental SBP Cost:

SBP Calculator, Child Only

1. Using the same information displayed in the Spouse Only example, click the Child Only option.
2. Remove the Spouse DOB by highlighting the date in the field and deleting.
3. Enter the Youngest Child DOB.
4. Click the Do Estimate button.

The page refreshes to display the Monthly Cost and Annuity Under 62

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: Beal

SBP Base Amount: \$2313.00

Projected Retirement Date: 08/31/2005

Supplement SBP Yes No

Member's DOB: 06/13/1967

Spouse DOB: (highlighted for deletion)

Youngest Child DOB: 05/28/1998

Entered Service Prior 1990

1

2

3

4

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

Member Birth Date: 06/13/1967

Spouse Birth Date:

Child Birth Date: 05/28/1998

Monthly Cost: Annuity Under 62: Annuity 62 & Over:

Spouse Cost/Annuity:

Child Cost/Annuity: \$9.25 \$1272.15

Spouse & Child/Annuity:

5% Supplemental SBP Cost:

10% Supplemental SBP Cost:

15% Supplemental SBP Cost:

20% Supplemental SBP Cost:

NOTE: Entering data in an incorrect field (in this example, Youngest Child DOB) will cause an error message to display on the screen.

SBP Calculator, Spouse and Child

1. Using the same information displayed in the Child Only example, click the Spouse and Child Only option.
2. Enter the Spouse DOB.
3. Click the Do Estimate button.

The page refreshes to display the Monthly Cost and Annuity Under 62 for the Spouse and Child Only option.

Recalculate for

1

2

3

SBP Calculator

Cost Estimate Form

SBP Cost Estimate Form

Spouse Only Child Only Spouse and Child Only

Last Name: Beal Member's DOB: 06/13/1967

SBP Base Amount: \$2313.00 Spouse DOB: 02/24/1967

Projected Retirement Date: 08/31/2005 Youngest Child DOB: 05/28/1998

Supplement SBP Yes No

Entered Service Prior 1990

Estimation Worksheet

SBP Monthly Cost and Annuity Estimates:

| | |
|--------------------|------------|
| Member Birth Date: | 06/13/1967 |
| Spouse Birth Date: | 02/24/1967 |
| Child Birth Date: | 05/28/1998 |

Monthly Cost: Annuity Under 62: Annuity 62 & Over:

| | | |
|-------------------------|----------|-----------|
| Spouse Cost/Annuity: | \$150.35 | |
| Child Cost/Annuity: | \$9.25 | \$1272.15 |
| Spouse & Child/Annuity: | \$151.13 | \$1272.15 |

5% Supplemental SBP Cost:

10% Supplemental SBP Cost:

15% Supplemental SBP Cost:

20% Supplemental SBP Cost:

CIMS - Career Information Management System

Section 8 - Verify Pages

October
2004

The CCC must verify all information entered into CIMS by Dept. and Div. CCs using the Verify pages.

The Verify process is discussed briefly here. Refer to the CIMS Web-based User Manual for more information on the Verify pages.

1. The first step is for the Dept. and Div. CC to complete all page entries and save.

Verify Page

Career Decisions

| | | | |
|---------------------------|----------------------------|------------------|-----------------------|
| SSN: <input type="text"/> | Name: GIBSON,DANIEL MARTIN | Rank/Rate: AD2 | Current DSC: 100 |
| ADSD: 06/23/1997 | PRD: 07/01/2005 | EAOS: 12/03/2004 | Soft EAOS: 12/03/2004 |

Separation/Reenlistment/Fleet Reserve
Retirement/Extensions

Find | View All First 1 of 1

| | | | |
|---------------------------------------|--|---|---------------------------|
| Plan: <input type="text"/> REN | CREO Category: | 1 | Lump Sum Leave Calculator |
| Type: <input type="text"/> Planned | Number of Years: <input type="text"/> 4 yrs | Days Selling: <input type="text"/> 20.0 | |
| Date: <input type="text"/> 11/26/2004 | Monthly Base Pay: <input type="text"/> 1991 | | |
| | Estimated Paid Leave Amt: <input type="text"/> \$1327.33 | | |

Location: AIMD, ENGINE SHOP Time: 1000

Reenlisting: R. TRENT JONES, LT, CEC, USNR

Officer: *Name, Rank, Branch Class*

Comments: Wile Hillary, son Thomas and daughter Rebecca will be in attendance. CO, CMC will attend.

[Selective Reenlistment Bonus Calculator](#) [Retirement Calculators](#) [Survivor Benefit Plan Calculator](#)

Save Return to Search

CIMS - Career Information Management System

Section 8 - Verify Pages

October
2004

The CCC must Verify documents submitted by Dept. and Div. CCs.

We will use Career Decisions page as an example.

1. Navigate to the Career Decisions Verify page and click the Search button to display a list of all pages needing verification.
2. To open each page, click the associated SSN.

Verify Page

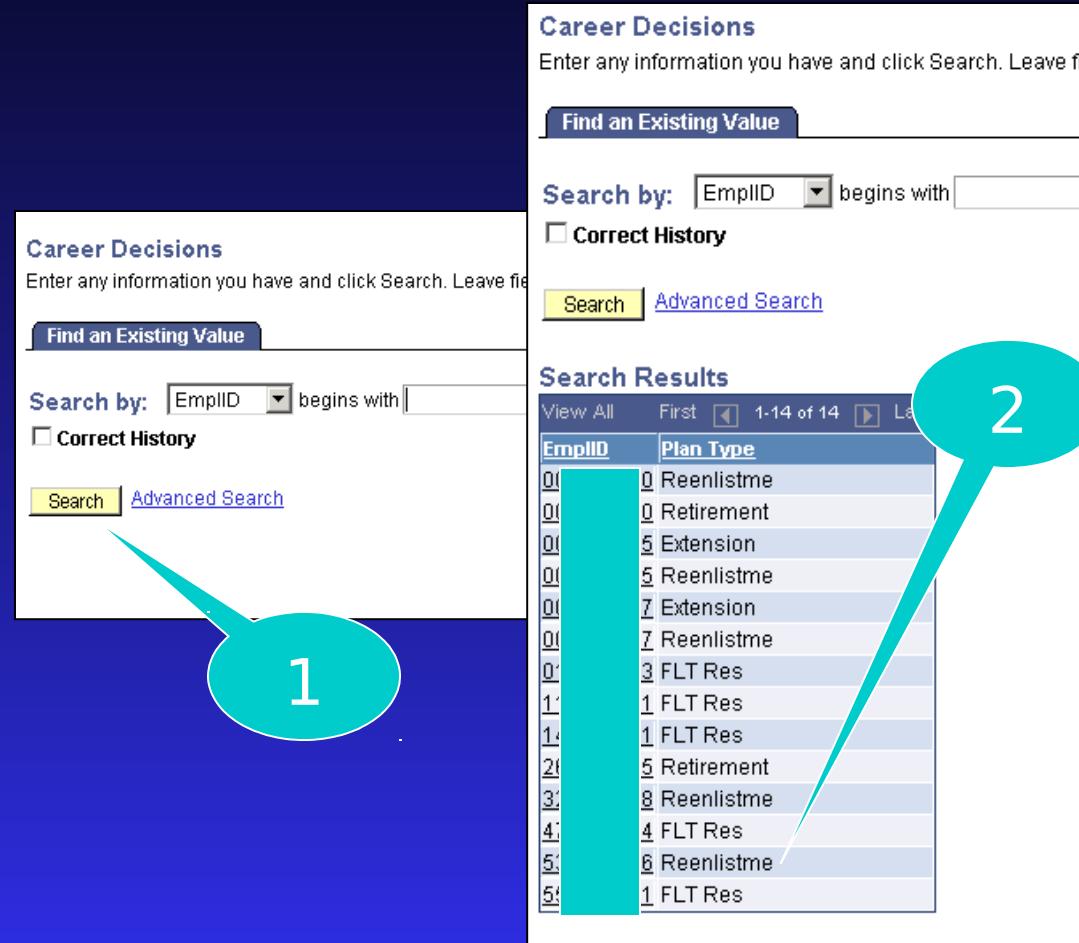
Career Decisions
Enter any information you have and click Search. Leave fields empty to search all.

Find an Existing Value

Search by: EmplID begins with
 Correct History

Search Results
View All First < 1-14 of 14 > Last

| EmplID | Plan Type |
|--------|--------------|
| 01 | 0 Reenlistme |
| 01 | 0 Retirement |
| 01 | 5 Extension |
| 01 | 5 Reenlistme |
| 01 | 7 Extension |
| 01 | 7 Reenlistme |
| 01 | 3 FLT Res |
| 11 | 1 FLT Res |
| 11 | 1 FLT Res |
| 21 | 5 Retirement |
| 31 | 8 Reenlistme |
| 41 | 4 FLT Res |
| 51 | 6 Reenlistme |
| 51 | 1 FLT Res |



1

2

3. If all information is correct, check the Verified check box.
4. Click the Save button to complete the Verification.
5. To Verify other pages, click either the Next in List or Previous in List buttons.
6. If the CCC must communicate by e-mail with the Dept. and Div. CC, he/she can click the Notify button.
NOTE: Once the Save button is clicked, the Verified button will darken, showing that the process has been completed.

Verify Page

CIMS SRFE Verify Page

SSN: 5 Name: GIBSON,DANIEL MARTIN Rank/Rate: AD2 Current DSC: 100

ADSD: 06/23/1997 PRD: 07/01/2005 EAOS: 12/03/2004 Soft EAOS: 12/03/2004

Separation/Reenlistment/Fleet Reserve Retirement/Extensions

Find | View All First 1 of 1 Last

Plan: REN CREO Category:

Type: Planned Number of Years: 4 yrs

Date: 11/26/2004

Lump Sum Leave Calculator

Days Selling: 20.0

Monthly Base Pay: 1991

Estimated Paid Leave Amt: \$1327.33

Location: AIMD, ENGINE SH Time: 1000

Reenlisting: R. TRENT JONES, LT, CEC, USNR

Officer: Name, Rank, Branch Class

Comments: While Hillary, son Thomas and daughter Rebecca will be in attendance. CO, CMC will attend.

Verified

[Selective Reenlistment Bonus Calculator](#) [Retirement Calculators](#) [Survivor Benefit Calculators](#)

6

CIMS - Career Information Management System

Section 9 – Certificate Pages

October
2004

Use the PeopleSoft Menu to navigate to CIMS Certificates. Before printing a certificate, you must locate an existing (or create a new Run Control ID).

1. Use the Find an Existing Value or Add a New Value page to locate an existing or create a new Run Control ID.
2. Click the Search button
3. Select the Run Control ID.

Certificates, Run Control ID

1

2

3

Reenlistment
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with 43043

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) [Add a New Value](#)

Reenlistment
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with 43

[Search](#) [Advanced Search](#)

Search Results

| Run Control ID | Language Code |
|----------------|---------------|
| 43043 | English |
| 430431CIMSCCC | English |

Certificates, Populating the

1. Using the Choose a Date Look up button, enter the certificate date in the Certificate Date field.
2. Enter the member's SSN in the EmplID field and click the Look up button to populate the Name, Full Rating, and Rate and Rank fields.
3. Enter the Name and title of the Signing Official in the Signing Official

Reenlistment

Run Control ID: 430431CIMSCCC [Report Manager](#) [Run](#)

Career Information Management Certificates

Certificate Information

Certificate Date: [Look Up](#) 1

Member Information

EmplID: [Look Up](#) BROWNE,BRYAN FRANKLIN 2

Full Rating: Mess Management Specialist Seaman

Rate and Rank: MSSN (blank)

Signing Official Information

Name of Official: R. Trent Jones, Sr., LT, CEC, USNR
(First Name, Middle Initial, Last Name, Rank, Branch/Class) 3

Official Title: Officer in Charge

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

CIMS - Career Information Management System

Section 9 - Certificate Pages

October
2004

Certificates, Running the

1. On the Process Scheduler Request page, click the OK button.
2. When the Reenlistment page displays, click the Report Manager button. Note the Process Instance number.

Process Scheduler Request

| | | | |
|--------------|---------------|-----------------|--|
| User ID: | 430431CIMSCCC | Run Control ID: | 430431CIMSCCC |
| Server Name: | PSNT | Run Date: | 10/08/2004 |
| Recurrence: | | Run Time: | 8:13:20AM |
| Time Zone: | CST | Central Time | Reset to Current Date/Time |

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | |
|-------------------------------------|--------------------------|--------------|--------------|-------|---------|--|
| <input checked="" type="checkbox"/> | Reenlistment Certificate | 1 | Crystal | Web | PDF | |

Reenlistment

Run Control ID: 430431CIMSCCC

[Report Manager](#) [Run](#)

Process Instance: 24452

1

2

Career Information Management Certificates

Certificate Information

Certificate Date: 09/30/2004

Member Information

EmplID: BROWNE,BRYAN FRANKLIN

Full Rating: Mess Management Specialist Seaman

Rate and Rank: MSSN (blank)

Signing Official Information

Name of Official: R. TRENT JONES, SR., LT, CEC, USNR

(First Name, Middle Initial, Last Name, Rank, Branch/Class)

Official Title: Officer in Charge

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#)

1. Using the Status drop-down arrow, select the blank, for no filtering status.
2. Click the Refresh button.
3. From the Report List, locate your certificate using the Process Instance number.
4. The Status Column will indicate Scheduled, Processing, Posting, or Posted. Click the refresh button until the Status displays Posted.

Certificates, Processing and Viewing

The image displays two screenshots of the CIMS software interface. The top screenshot shows the 'Reports Filter' dialog box. It includes fields for 'View Reports' (set to 'Operator'), 'Process Type' (set to 'Crystal'), 'Last' (set to '1 Days'), and a 'Refresh' button. A dropdown menu for 'Status' is open, showing options: Delete, Generated, Not Posted, Posted, Processing, and Scheduled. A cyan callout bubble labeled '1' points to the 'Status' dropdown. A cyan callout bubble labeled '2' points to the 'Refresh' button. The bottom screenshot shows the 'Report List' table. The table has columns: Process Name, User ID, Process Instance, Report Description, Request Date/Time, Format, Status, Details, and View Report. Two rows are listed: NCIMC011 (User ID 430431CIMSCCC, Process Instance 24452, Report Description Reenlistment Certificate, Request Date/Time 10/08/2004 8:14:43AM, Format Acrobat (*.pdf), Status Posted, Details link, View link) and NCIMC020 (User ID 430431CIMSCCC, Process Instance 24450, Report Description Correction of Military, Request Date/Time 10/08/2004 7:56:37AM, Format Acrobat (*.pdf), Status Posted, Details link, View link). A cyan callout bubble labeled '3' points to the 'Status' column in the table. A cyan callout bubble labeled '4' points to the 'Status' column in the 'Status' dropdown menu. A cyan callout bubble labeled '5' points to the 'Status' column in the table row for NCIMC011.

| Process Name | User ID | Process Instance | Report Description | Request Date/Time | Format | Status | Details | View Report |
|--------------|---------------|------------------|--------------------------|----------------------|-----------------|--------|-------------------------|----------------------|
| NCIMC011 | 430431CIMSCCC | 24452 | Reenlistment Certificate | 10/08/2004 8:14:43AM | Acrobat (*.pdf) | Posted | Details | View |
| NCIMC020 | 430431CIMSCCC | 24450 | Correction of Military | 10/08/2004 7:56:37AM | Acrobat (*.pdf) | Posted | Details | View |

Certificates, Processing and Viewing

Report Detail

Report ID: 20740 Process Instance: 24452
Name: NCIMC011 Process Type: Crystal
Run Status: Success
Reenlistment Certificate

| Name | Size (bytes) | Datetime Created |
|-----------------------|--------------|---------------------------------|
| Message Log | 0 | 10/08/2004 8:15:02.000000AM CDT |
| NCIMC011_24452.PDF | 38,929 | 10/08/2004 8:15:02.000000AM CDT |
| PeopleSoft Trace File | 8,430 | 10/08/2004 8:15:02.000000AM CDT |

1

Report Detail

Report ID: 20740 Process Instance: 24452
Name: NCIMC011 Process Type: Crystal
Run Status: Success
Reenlistment Certificate

| Name |
|-----------------------|
| Message Log |
| NCIMC011_24452.PDF |
| PeopleSoft Trace File |

Return

http://stweb02.nspst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://stweb02.nspst.navy.mil:7100/psreports/ERM/20740/NCIMC011_24452.PDF

86%

2

3

Department of the Navy
United States of America

CERTIFICATE OF REENLISTMENT

To all who shall see these presents, greetings:
Know ye, that by the authority vested in me
I do hereby reenlist

Done

Local intranet

1. From the File List, locate your document, using the Process Instance number (a PDF file), and click its link.
2. A PDF file displaying the Certificate will display.
3. You may save, print, or email the PDF file.

Section 10 - CIMS Forms, Documents, & Worksheets

Pages

**CIMS Forms,
Documents, and
Worksheets will
be addressed in
a later release
of CIMS.**

**These Forms,
Documents, and
Worksheets will
be partially pre-
filled and
partially
writeable.**

**CIMS Forms, Documents, and
Worksheets will be released at a
later date.**

CIMS - Career Information Management System

Section 11 - CIMS Reports Pages

October
2004

Using the PeopleSoft Menu, navigate to the Dependent Care Report. The Dependent Care Certification Page displays.

1. Locate the record by entering a Run Control ID in the Find an Existing Value or Add a New Value page and clicking either the Search or Add button.

2. The Report Selection section displays. Enter your UIC or use the Search icon to select the desired

CIMS Reports, Accessing the

Dependent Care Certification
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#)

Dependent Care Certification

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#)

Dependent Care Certificate

Run Control ID: CCCN

1

2

3

[Report Manager](#)

[Run](#)

Report Selection

UIC: 

All CIMS reports can be accessed by this method.

1. Click the report link in the Search Results to display the Report Selection page.
2. Click the Run button to display the Process Scheduler Request page.
3. Click the OK button to return

CIMS Reports, Accessing the

1

Look Up UIC

Search by: Department begins with 43043

Look Up Cancel Advanced Lookup

Search Results

View All First 1 of 1 Last

| Department | Description |
|------------|-------------|
| 43043 | PSD JAX |

2

Dependent Care Certificate

Run Control ID: CCCN Report Manager Run

3

Process Scheduler Request

User ID: 430431CIMSCCC Run Control ID: CCCN

Server Name: PSUNIX Run Date: 07/07/2004

Recurrence: Run Time: 12:38:04PM Reset to Current Date/Time

Time Zone:

Process List

| Select | Description | Process Name | Process Type | Type | Format |
|-------------------------------------|------------------------------|--------------|--------------|------|--------|
| <input checked="" type="checkbox"/> | Dependent Care Certification | NCIM025 | SQR Report | Web | PDF |

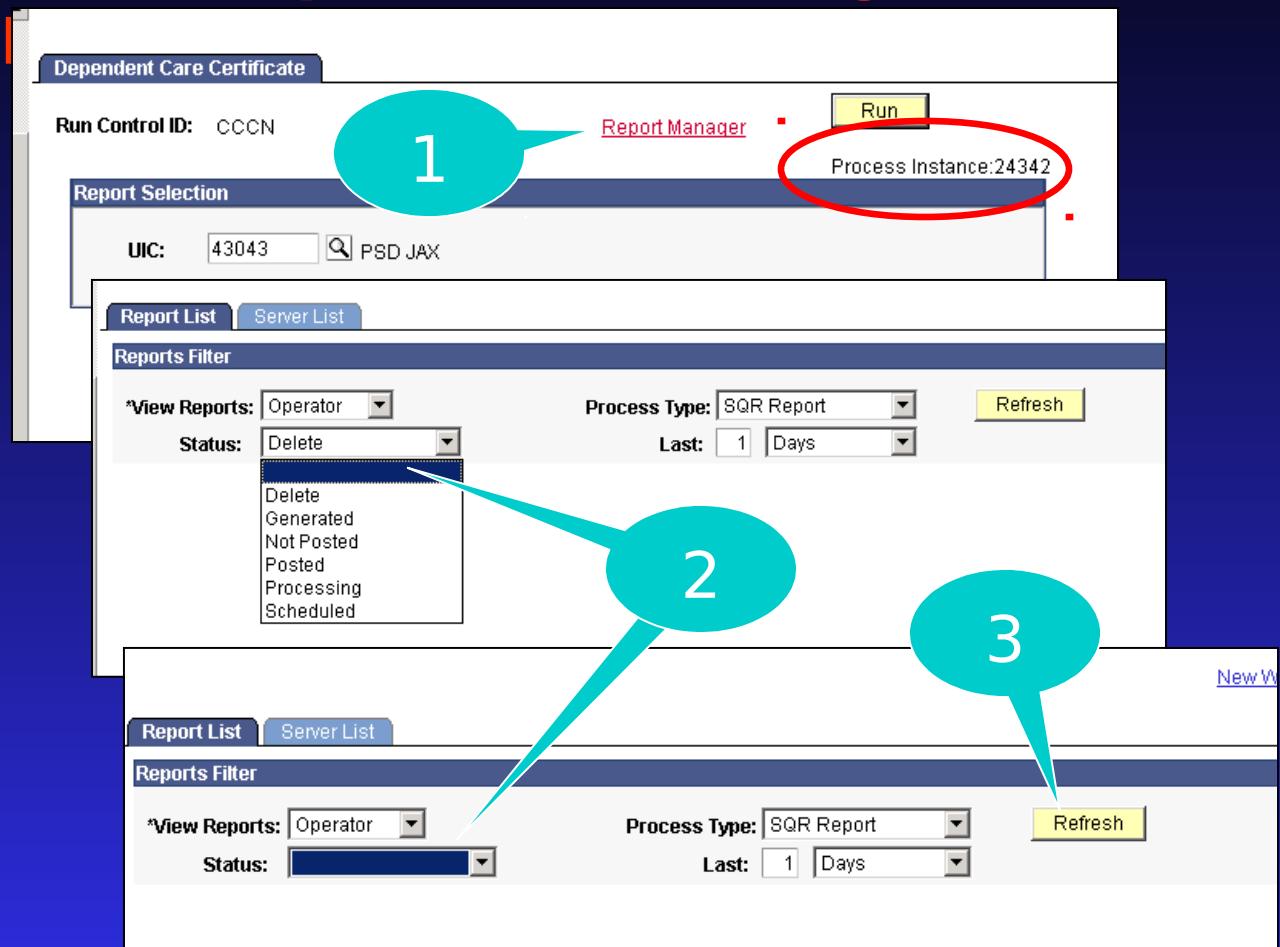
OK Cancel

New With Processing

CIMS Reports, Accessing the

1. Click the Report Manager link to open the Reports Filter page.
2. Using the Status drop-down arrow, select the blank field. The field must be blank to run the report.
3. Click the Refresh button .

NOTE: Record your Process Instance number (see red circle).



CIMS Reports, Accessing the Report

1. Find your Process Instance number to locate your report.
2. Click the Refresh button until the Status displays Posted.
3. Click the View button for your report.
4. Click the report PDF file link on the Report Detail

The screenshot shows the CIMS Reports interface. At the top, there are tabs for 'Report List' and 'Server List', and a 'Reports Filter' section with dropdowns for 'View Reports' (set to 'Operator') and 'Status' (empty). Below this is a 'Report List' table with columns: Process Name, User ID, Process Instance, Report Description, Request Date/Time, Format, Status, Details, and View Report. The table contains five rows of data. A red circle labeled '1' highlights the 'Process Instance' column. A green circle labeled '2' highlights the 'Status' column for the first row, which shows '24342' and 'Dependent Care Certification'. A green circle labeled '3' highlights the 'View Report' button for the same row. A green circle labeled '4' highlights the 'View' link in the 'View Report' column of the second row, which shows '24328' and 'High Year Tenure (HYT) Outlook'.

| Process Name | User ID | Process Instance | Report Description | Request Date/Time | Format | Status | Details | View Report |
|--------------|---------------|------------------|--------------------------------|-----------------------|-----------------|--------|-------------------------|----------------------|
| NCIMS025 | 430431CIMS000 | 24342 | Dependent Care Certification | 10/07/2004 12:40:01PM | Acrobat (*.pdf) | Posted | Details | View |
| NCIMS012 | | 24328 | High Year Tenure (HYT) Outlook | 10/07/2004 11:23:28AM | Acrobat (*.pdf) | Posted | Details | View |
| NCIMS001 | | 24313 | Perform to Serve | 10/07/2004 9:45:37AM | Acrobat (*.pdf) | Posted | Details | View |
| NCIMS014 | 430431CIMS000 | 24312 | PRD 15-Month Outlook | 10/07/2004 9:42:14AM | Acrobat (*.pdf) | Posted | Details | View |
| NCIMS014 | 430431CIMS000 | 24311 | PRD 15-Month Outlook | 10/07/2004 9:40:54AM | Acrobat (*.pdf) | Posted | Details | View |

Report Detail

Report ID: 20650 Process Instance: 24342
Name: NCIMS025 Process Type: SQR Report
Run Status: Success
Dependent Care Certification

File List

| Name | File Size (bytes) | Datetime Created |
|--------------------|-------------------|-----------------------------------|
| Message Log | 1,532 | 10/07/2004 12:40:10.0000000PM CDT |
| ncims025_24342.PDE | 6,070 | 10/07/2004 12:40:10.0000000PM CDT |
| Trace File | 5,107 | 10/07/2004 12:40:10.0000000PM CDT |

CIMS - Career Information Management System

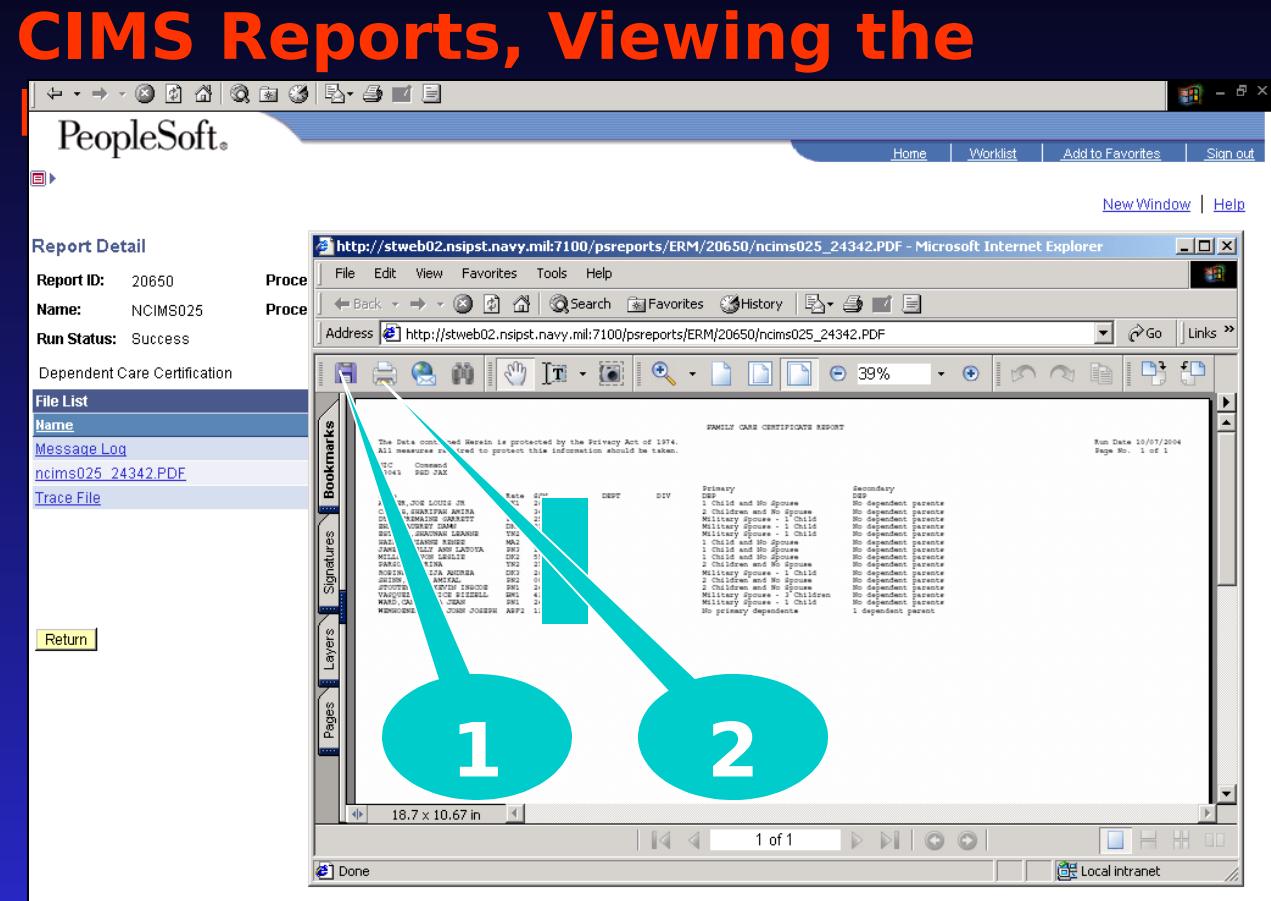
Section 11 - CIMS Reports Pages

October
2004

All CIMS Reports
will display in PDF
format.

1. You may print this page by clicking the printer icon.
2. You may save this page to your workstation so that it may be
 Viewed.
 Printed.
 E-mailed as an attachment.

CIMS Reports, Viewing the



Report Detail

Report ID: 20650
Name: NCIMS025
Run Status: Success

Dependent Care Certification

File List

Name
Message Log
ncims025_24342.PDF
Trace File

Procedure
Procedure
Procedure

PeopleSoft.

http://stweb02.nsipst.navy.mil:7100/psreports/ERM/20650/ncims025_24342.PDF - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://stweb02.nsipst.navy.mil:7100/psreports/ERM/20650/ncims025_24342.PDF

Run Date 10/07/2004
Page No. 1 of 1

FAMILY CARE CERTIFICATE REPORT

The Data contained herein is protected by the Privacy Act of 1974.
All measures are taken to protect this information should be taken.

| Primary | Secondary |
|------------------------------|----------------------|
| DEP | 287 |
| 1 Child and No Spouse | No dependent parents |
| 2 Children and No Spouse | No dependent parents |
| Military Spouse - 1 Child | No dependent parents |
| Military Spouse - 2 Children | No dependent parents |
| Military Spouse - 1 Child | No dependent parents |
| 1 Child and No Spouse | No dependent parents |
| 2 Children and No Spouse | No dependent parents |
| Military Spouse - 1 Child | No dependent parents |
| 2 Children and No Spouse | No dependent parents |
| Military Spouse - 1 Child | No dependent parents |
| Military Spouse - 2 Children | No dependent parents |
| Military Spouse - 1 Child | No dependent parents |
| No primary dependents | 1 dependent parent |

18.7 x 10.67 in

1 of 1

Done

Local intranet

Section 12 - Electronic Service Record Pages

The CCC and Dept. and Div. CCs have access to certain pages in the Electronic Service Record (ESR) in a view-only status.

No changes to the ESR can be made with CIMS access.

CIMS ESR access is designed to give the Counselor the information needed to properly prepare for CDBs and counseling .

Currently, CIMS ESR access is limited to the following pages

- View Personal Information**
- View Training, Education, and Qualifications**
- View Performance**
- View Service Obligations and Agreements**
- View Professional History**

ESR pages may be accessed through the CIMS PeopleSoft Menu by individual ESR links or by navigating to the ESR Homepage, where ESR pages available to CIMS users will be highlighted. Additional ESR pages may be available to CIMS users at a later date.

If you require more detailed information on how to use the various CIMS features, see the CIMS Web-based User Manual found elsewhere on this Web site. (NOTE: Due to its size, you may wish to download and print the User Manual.)

Where this Online Tutorial is designed as a quick reference for Departmental and Divisional Counselors and members of the Command Retention Team, the User Manual is designed to give the Command Career Counselor detailed instructions on the